

GRANT FUNDING OPPORTUNITY

TRIBAL GOVERNMENT CHALLENGE

PLANNING GRANT PROGRAM

DRAFT

[\[https://www.energy.ca.gov/programs-and-topics/programs/tribal-program\]](https://www.energy.ca.gov/programs-and-topics/programs/tribal-program)

State of California
Governor's Office of Planning and Research
California Strategic Growth Council
February 3, 2020



CALIFORNIA
STRATEGIC
GROWTH
COUNCIL



CALIFORNIA
ENERGY
COMMISSION

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I. Introduction

BACKGROUND

The Tribal Government Challenge planning grant program (grant program) will award funds to California Native American Tribes (Tribes)¹ to support climate and energy-related planning activities, feasibility studies, and auditing that identify Tribally tailored solutions to reduce greenhouse gas emissions and improve clean energy access while advancing climate adaptation and resiliency on Tribal lands² and for Tribal communities.

As demonstrated in the November 2018 inaugural California Tribal Energy Summit hosted by the California Energy Commission, the State recognizes the valuable role Tribes serve in promoting strong clean air standards as well as ambitious climate and energy goals. Tribes create, co-author, and demonstrate leadership in research and technological advancements. Tribes can also foster innovation as well as share what they have learned with other Tribes and with the State. More specifically, Tribes have recommended that the State assess Tribal participation in State Energy Programs (SEP), as well as Tribal energy needs and the available energy resources on Tribal lands.

The program is funded through the American Recovery and Reinvestment Act of 2009 (ARRA), specifically by funds collected in repayment of past revolving loans from the highly successful California Rural Home Mortgage Finance Authority Homebuyers Fund (CHF) Moderate Income Sustainability Technology program, which closed in 2012. These repayments are available for use on projects and programs related to the original ARRA guidelines. Two-million dollars (\$2 million) will be available through this grant program, administered through a partnership between the California Energy Commission (CEC) and the California Strategic Growth Council (SGC).

These grants provide opportunities to focus on a new Tribal climate and energy planning initiative. This grant program seeks to fund climate and energy-related planning activities, feasibility studies, and auditing to eligible Tribes in California. More information on eligible activities appears in [Section II, Eligibility Requirements](#).

The CEC must comply with Federal and State requirements for ARRA funding as described in the [Laws, Regulations, and Guidelines](#) section of this solicitation.

GOALS OF SOLICITATION

This grant program is designed to help Tribes meet the challenges of adopting energy or climate plans that integrate strategies to enhance their communities and create long-term prosperity. As the administering agency for this grant program, SGC will invest in energy-related Tribal climate planning activities that foster the development of sustainable communities. Sustainable communities shall “promote equity, strengthen the economy, protect the environment, and promote healthy, safe communities”³.

¹ **California Native American Tribe:** A “California Native American Tribe” is a Native American Tribe that is on the contact list maintained by the Native American Heritage Commission (NAHC) for the purposes of Chapter 905 of the Statutes of 2004 (Pub. Resources Code, § 21073).

² **Tribal land:** For the purposes of this solicitation, tribal lands refers to lands located in the State of California that are tribally owned lands, buildings, or facilities, lands a Tribe exercises jurisdiction over, or lands that the Bureau of Indian Affairs holds in trust for Tribes, individual allottees, or public domain allottees, or lands managed through conservation easements or through lease agreement, or through co-management agreements, for the benefit of Tribes.

³ **California Planning Priorities**, Government Code § 65041.1.

Planning activities must be consistent with Tribal values and any applicable Tribal, general, or regional plan. Proposals must outline or lay out projects, processes, or practices that reduce greenhouse gas emissions and provide benefits that increase Tribes' adaptabilities to climate change.

Specific goals for this program are to:

- Support planning activities that promote clean energy access and energy efficiency, with a focus on promoting public health, reducing emissions, and supporting climate adaptation and resiliency in Tribal communities. These planning activities can include increasing access to clean transportation and clean energy options, increasing agricultural energy efficiency, increasing energy affordability, increasing energy efficiency in buildings, and planning for climate impacts and risks to energy systems and community members.
- Support the State of California's climate and energy policies through Tribal planning and analysis.

KEY ACTIVITIES AND DATES

Key activities including dates and times for this solicitation appear below. The State will release an addendum if the dates change for the activities marked with an asterisk (*).

Table 1: Key Activities and Dates

ACTIVITY	ACTION DATE
Draft Solicitation Release	2/3/2020
Tribal Comment Period	2/3/2020 – 3/3/2020
Draft Solicitation Tribal Comment Webinar	2/19/2020
Solicitation Release	3/13/2020
Pre-Proposal Assistance Webinar*	TBD, late March 2020
Deadline for Written Questions* by 5:00 p.m. PST	4/2/2020
Distribute Questions/Answers and Addenda (if any) to solicitation	4/10/2020
Deadline to Submit Proposals by 5:00 p.m.* PST	5/22/2020
Anticipated Notice of Proposed Award Posting Date	6/22/2020
Anticipated Agreement Start Date	July – August 2020
Agreement Termination Date	March 31, 2022

HOW AWARD IS DETERMINED

Complete proposal packages (proposals) that pass administrative and technical screening will compete based on evaluation criteria and will be scored and ranked based on those criteria. Proposals obtaining at least the minimum passing score will be recommended for funding in ranked order, and final funding decisions will be subject to programmatic considerations including diversity of project types and geographic location. Awards will be made until all funds available under this solicitation are exhausted.

If the funds available under this solicitation are insufficient to fully fund a grant proposal, SGC reserves the right to recommend partially funding that proposal. In this event, the proposed participating Tribe/Awardee and SGC will meet and reach agreement on a reduced scope of work commensurate with the level of available funding.

Each agreement resulting from this solicitation includes terms and conditions that set forth the Awardee's rights and responsibilities. SGC will not award grants to non-complying entities. SGC reserves the right to modify the terms and conditions prior to executing agreements.

MAXIMUM AND MINIMUM AWARD AMOUNTS

A total of two-million dollars (\$2 million) are available for grants awarded through this solicitation. The maximum award amount is \$250,000, and the minimum award amount is \$150,000 per funded proposal. Per State requirements, the State will enter into a cost reimbursement agreement with grant awardees that will compensate Tribes for allowable direct and indirect expenditures.

TRIBAL COMMENT PERIOD AND WEBINAR

Following the release of this draft of the Tribal Government Challenge Grant solicitation, a tribal comment period begins, ending 3/1/2020. Comments received during the comment period will be taken into consideration for the update and release of the final solicitation. To provide comment on this solicitation, please contact the SGC Program Manager through one of the options below:

Tribal Government Challenge
California Strategic Growth Council
1400 Tenth Street; Sacramento, CA 95814
tribalprograms@sgc.ca.gov

Comments will also be accepted during the **Draft Solicitation Tribal Comment Webinar**.

There will be one Draft Solicitation Webinar, in which CEC and SGC staff will provide an overview of the solicitation and tribal participants will be able to provide comment on the contents of the solicitation. This webinar will be held through WebEx, the CEC online meeting service, at the date and time listed below. Please call 916-327-5362 or refer to the CEC website at <https://www.energy.ca.gov/programs-and-topics/programs/tribal-program> to confirm the date and time.

Draft Solicitation Tribal Comment Webinar

February 19, 2020

1:00 – 3:00 PM

Website: energy.webex.com

Meeting Number: 928 172 014

Call-in toll-free number: 1-866-469-3239

Visit the California Energy Commission's Tribal Program website for more information:
<https://www.energy.ca.gov/programs-and-topics/programs/tribal-program>

PROPOSAL ASSISTANCE WEBINAR

Following release of the final solicitation, the State will host one Proposal Assistance Webinar; participation in this meeting by prospective applicants is optional but encouraged. The Proposal Assistance Webinar will be held through GoToWebinar and the webinar date and time will appear in the final solicitation.

Please email tribalprograms@sgc.ca.gov, call (916) 327-5362, or refer to the CEC website at <https://www.energy.ca.gov/programs-and-topics/programs/tribal-program> to confirm the date and time.

REMOTE ATTENDANCE

Both webinars will only be accessible virtually. Presentations will appear on your computer screen, and you may listen to audio via your computer or telephone. Please be aware that the presentation portions of both webinars will be recorded and made available after the conclusion of the webinars at <https://www.energy.ca.gov/programs-and-topics/programs/tribal-program>.

For additional information on how to join the webinars, please refer to the above website.

QUESTIONS

Please direct questions about this solicitation to the SGC program manager identified in the following section. Potential applicants may ask questions during the Draft Solicitation Tribal Comment Webinar as well as during the Proposal Assistance Webinar. Potential applicants may submit written questions by mail, electronic mail, and by fax. All questions must be received by 5:00 pm on April 2nd, 2020.

Question and answer sets will be emailed to all parties who both attend the webinar(s) and provide their contact information upon registering. The State will also post the questions and answers document on CEC's website at: <https://www.energy.ca.gov/programs-and-topics/programs/tribal-program>.

Any verbal communication with an SGC or CEC employee concerning this solicitation is not binding on the State and shall in no way alter a specification, term, or condition of the solicitation. Therefore, please direct all communication should in writing to the SGC program manager assigned to the solicitation.

SGC PROGRAM MANAGER CONTACT INFORMATION

Elizabeth Grassi, Program Manager
California Strategic Growth Council
1400 Tenth Street; Sacramento, CA 95814
(916) 327-5362
tribalprograms@sgc.ca.gov

LAWS, REGULATIONS, AND GUIDELINES

Participating Tribes should note that activities funded by ARRA must comply with various Federal and State requirements. While Federal or State requirements may not apply directly to sovereign Tribal governments, the agency providing grant funding is subject to these laws and is required to flow down certain requirements to any entity receiving funding. Participating Tribes should review the Terms and Conditions applicable to this solicitation. [Terms and Conditions will be provided with the final solicitation].

Single Audit Act: Participating Tribes must comply with requirements of the Single Audit Act. The Single Audit Act and Office of Management and Budget Circular A-133, *Audits of State, Local Governmental, and Non-profit Organizations*, require entities that expend equal to or in excess of \$750,000 in a fiscal year to have an audit performed in accordance with the Act. For additional information on Single Audit Act requirements, please see the **Single Audit Act Compliance Form** [Attachment 7]. The Awardee must verify compliance with the Single Audit Act, if applicable, prior to SGC's approval of an agreement.

Planning Purposes Only: Eligible grant activities are restricted to planning activities, and do not include any construction or ground disturbance activities. Funding exclusively climate and energy related planning studies, feasibility studies, and auditing allows the SGC and the CEC to comply with California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) requirements, by limiting proposals to activities statutorily exempt under CEQA and categorically excluded from NEPA review to meet the ARRA fund encumbrance deadline.

REGISTRATION REQUIREMENTS

All eligible participating Tribes must be registered with the following systems:

Dun and Bradstreet data Universal Number System (DUNS): Prior to beginning work, participating Tribes/Awardees must obtain a **DUNS** number or, if necessary, update their organization's information. A DUNS number is a unique identifier used by the federal government to track distribution of federal funds. To obtain a DUNS number or to update information, please go online or contact the D&B Government Customer Response Center at 1-866-705-5711.

System for Award Management (SAM): All participating Tribes/Awardees must maintain current registration in the SAM at all times during which they have an active award funded with ARRA funds. The SAM database is the federal government's primary registrant database. It collects, validates, stores and disseminates data in support of federal grants, cooperative agreements, and other forms of assistance. To register, please visit SAM's website at <https://www.sam.gov/SAM/pages/public/samStatusTracker.jsf#step1content>. For assistance, contact the Federal Service Desk at 1-866-606-8220. Registrants must update or renew their registration at least once per year to maintain an active status.

A DUNS number is one of the requirements for registration in the SAM.

In addition, some eligible applicants may be required to register with the **California Secretary of State's Office**. California business entities as well as non-California business entities conducting intrastate business in California are required to register and be in good standing with the California Secretary of State to enter into an agreement with the SGC. If not currently registered with the California Secretary of State, applicants are encouraged to contact the Secretary of State's Office as soon as possible to avoid potential delays in beginning the proposed project (should the proposal be successful). This requirement does not apply to federally recognized Tribes but does apply to California Native American Tribes operating as non-profits. For more information, contact the Secretary of State's Office via its website <https://www.sos.ca.gov/>.

II. Eligibility Requirements

ELIGIBLE PROPOSALS

This is an open solicitation for California Native American Tribes to apply funds towards planning activities, feasibility studies, and energy auditing. The applicant must be a California Native American Tribe. Tribal health clinics, Tribal housing authorities, Tribal government business entities, Tribal non-profits, and other entities may partner with Tribal governments, but the primary applicant must be a California Native American Tribe.

Proposal activities must be located in the State of California and must apply funds towards planning activities involving:

- Tribally owned lands, buildings, or facilities;

- Lands over which a Tribe exercises jurisdiction, or lands that the Bureau of Indian Affairs holds in trust for Tribes;
- Individual allottees;
- Public domain allottees;
- Lands managed for the benefit of Tribes through conservation easements, lease agreements, or co-management agreements.

When completed, the plans or analyses will serve as examples for other Tribes. The participating Tribe will identify ways in which the Tribe will broadcast or showcase the results of the plan to other tribal governments.

All Tribes that receive a grant must provide limited waivers of sovereign immunity.

ELIGIBLE ACTIVITIES

This grant program will fund energy, climate, and adaptation planning and feasibility studies, and auditing activities. Applicants must demonstrate a connection to energy in all planning activities funded through this grant and are encouraged to consider climate mitigation, adaptation, and resiliency as well. Federal and State requirements for ARRA funding are described in the section I of this solicitation titled [Laws, Regulations, and Guidelines](#). [Terms and Conditions will be provided with the final solicitation].

The following section provides **examples** of eligible activities and example objectives of this grant; this is not a comprehensive list of topics that may be funded.

1. **Energy-related planning.** Plans or audits conducted under this topic focus solely on energy sources, energy use, renewable energy planning, etc.
 - a. Project examples include:
 - i. Energy planning study
 - ii. Energy feasibility study
 - iii. Energy audit
 - b. Sample planning objectives can include:
 - i. Reduce energy use
 - ii. Increase energy efficiency
 - iii. Increase renewable energy development and procurement
 - iv. Reduce greenhouse gas emissions
 - v. Improve energy grid resiliency
 - vi. Inform energy efficiency improvements for buildings, facilities, and transportation.
2. **Climate adaptation and resiliency planning.** Planning activities in this topic are broader than above and incorporate climate change risk into energy planning for climate adaption measures into Tribal policies or Tribal lands management practices.

- a. Project examples include:
 - i. Climate change vulnerability assessment that incorporates energy system vulnerabilities
 - ii. Climate adaptation planning for energy system resilience
 - iii. Hazard mitigation planning that incorporates energy system risk
 - b. Sample planning objectives can include:
 - i. Assess climate risks to energy systems; these can include, but are not limited to wildfire, extreme heat and heat waves, drought, flooding, and sea level rise
 - ii. Determine community members/populations most vulnerable to climate change impacts (i.e., elderly and/or disabled community members) and associated impact of losing power or other energy impact (higher energy bills because of extreme heat/extreme weather, need to upgrade energy efficiencies, etc.)
 - iii. Develop strategies to mitigate climate risks to energy infrastructure and/or vulnerable groups of people, including but not limited to, wildfire, extreme heat and heat waves, drought, flooding, and sea level rise
 - iv. Improve energy resiliency to extreme weather events and other potential disturbances
3. **Sustainable communities planning.** This category is the broadest of the three but planning activities in this category must maintain a connection to energy-related topics or issues in the planning proposed. These plans would look at sustainability in a holistic way, including energy needs, climate adaptation and resilience, reduced emissions, and improved community livability.
- a. Project examples include:
 - i. Climate Action Planning
 - ii. Land Use and Energy Planning
 - iii. Transportation Planning
 - b. Sample planning objectives can include any of the above objectives, as well as:
 - i. Promoting and improving public health outcomes through clean energy and/or clean transportation investments
 - ii. Improving access to renewable energy and clean transportation
 - iii. Improving access to electric vehicles and charging stations
 - iv. Improving energy infrastructure systems
 - v. Reducing automobile usage and fuel consumption

Applicants should also consider and describe how results of funded planning activities will be shared with other Tribes, with a focus on replicable activities and models. The State will share the deliverables produced through the planning activities funding by this solicitation with the public and other Tribes.

INELIGIBLE ACTIVITIES

- This grant program will not fund construction or ground disturbance activities.
- The grant program cannot fund revolving loan programs or rebate programs.
- Proposed activities must be statutorily exempt from CEQA and be categorically excluded in NEPA. In addition, none of the awarded funds can be spent on work products developed expressly for use in a NEPA or CEQA process.
- Any activities that would cause direct physical change in the environment (i.e., construction, ground disturbance, installations, and retrofits).
- Any activities with foreseeable indirect physical changes in the environment or that would have a legally binding effect on later activities.
- The grant program cannot fund negotiations of contracts, including contracts regarding energy utilities, procurement, or rate adjustments.

INDIRECT COST RATE

This grant funding opportunity will accept any indirect cost rate provided the applying Tribe substantiates the rate with supporting documentation. However, please note that this is competitive grant solicitation and the most cost-effective proposals will be prioritized.

MATCH FUNDING REQUIREMENTS

There is no match share requirement under this solicitation.

REQUIRED SUBMISSION OF DELIVERABLES

SGC requires all of the grant program's awarded projects to submit final deliverables of the project's best practices and implementation templates and materials to OPR's [Integrated Climate Adaptation and Resiliency Program Clearinghouse](#). The Clearinghouse shall make all data and information publicly available through its internet web portal, <https://resilientca.org/>

III. Proposal Format, Required Documents, and Delivery

REQUIRED FORMAT FOR A PROPOSAL

This section contains the format requirements and instructions for how to submit a proposal. The format is prescribed to assist the participating Tribe in meeting State requirements and to enable SGC and CEC to evaluate each proposal uniformly and fairly. Participating Tribes must follow all proposal format instructions, answer all questions, and supply all requested data. Each proposal must clearly reference this solicitation title, Tribal Government Challenge, on the cover page.

METHOD FOR DELIVERY

The only method of delivery for this solicitation is the Energy Commission Grant Solicitation System, available at: <https://gss.energy.ca.gov/>. This online tool allows applicants to submit their electronic documents to the Energy Commission prior to the date and time specified in this solicitation. Electronic files must be in MS Word version 1997-2003, or version 2007 or later (.doc or .docx format) and Excel Office Suite formats unless originally provided in the solicitation in another format. Attachments requiring signatures may be scanned and submitted in PDF format. Completed Budget Forms, Attachment 7, must be in Excel format. The system will not allow applications to be submitted after the due date and time.

First time users must register as a new user to access the system. Applicants will receive a confirmation email after documents have been successfully uploaded. You may contact SGC staff identified in the Questions section of the solicitation for more assistance.

PROPOSAL ORGANIZATION

Table 3: Proposal Organization

Requirement	
Proposal Cover Page	Include Solicitation Title: Tribal Government Challenge
Table of Contents	
A. Proposal Form	Attachment 1
B. Proposal Narrative	Attachment 2
C. Scope of Work/Deliverables Schedule	Attachments 3 & 4, Scope of Work and Deliverables Schedule
D. Project Team	
E. Previous Work Products (Optional)	
F. Budget Forms and information	Attachment 5
G. Contacts	Attachment 6

A. Proposal Form

Participating Tribes must include a complete and signed Proposal Form, [Attachment 1](#). The Proposal Form must be signed by an authorized representative of the Tribe. This signature certifies that all information in the proposal is correct and complete to the best of the participating Tribe's knowledge AND that the participating Tribe has read the Terms and Conditions and will accept them without negotiation if awarded.

B. Proposal Narrative

The Proposal Narrative, [Attachment 2](#) must include a detailed description of the proposed activities, as well as goals and objectives of the proposed activities. The Proposal Narrative will address the scoring criteria described in [Section 4](#) and provide sufficient detail so that reviewers will be able to evaluate the proposal against each of the scoring criteria.

C. Scope of Work and Schedule

Participating Tribes must include a completed Scope of Work and Schedule for the overall proposal. Please complete the Scope of Work and Deliverables Schedule Template, [Attachment 3](#) and refer to the Scope of Work Instructions, [Attachment 4](#). Electronic files for the Scope of Work must be in Microsoft Word.

Note: Awardees must complete all activities and submit a final invoice to SGC by March 31, 2022.

Instructions for the Schedule of Products and Due Dates are included in the document template.

The description of activities in the Proposal Narrative must conform to the Tasks described in the Scope of Work.

D. Project Team

1. Identify by name all key personnel assigned to the proposed plan, including the project manager, and clearly describe their individual areas of responsibility. The project manager is the responsible for interacting with SGC on all issues relating to the overall plan and coordinating all aspects of work under the proposal.
2. For each individual, include company, position title, job description, resume (maximum of two pages), and contact information.
3. Include a letter of commitment from key project partners.
4. Provide a list of past projects detailing relevant technical and business experience.

E. Previous Work Products (Optional)

Participating Tribes may include in the proposal any previous work products related to climate or energy planning (optional).

F. Budget Forms and Information

1. The participating Tribe must submit information on of the Budget Forms, Attachment 5 because the State will use these forms to prepare agreements with Awardees. A separate set of complete budget forms, comprised of the project budget and justification of costs, is required for the Participating Tribe/Awardee.
2. Proposed rates and personnel must reflect rates and personnel the Tribe would charge if chosen as the Awardee for this solicitation. The salaries, rates, indirect cost rates, and other costs entered on these forms become a part of the final agreement. The rates proposed are considered capped and shall not change during the term of the agreement. The Awardee shall only be reimbursed for its **actual** rates up to these rate caps. The hourly or monthly rates provided shall be unloaded (before fringe benefits or indirect costs). Proposed indirect cost rates should be supported with substantial documentation.
3. The information provided in these forms will **not** be kept confidential.
4. Awardees must expend all proposal activity expenditures (reimbursable) within the approved term of the funding agreement.
5. The Budget should allow for the expenses of a kick-off meeting. It is anticipated that meetings will be conducted at the SGC located in Sacramento, CA, or by conference call. Other meetings between grantees and State staff can occur on an as-needed basis, as determined by the State's project manager.
6. The Budget should allow for the preparation and submission of progress reports (1-2 pages each) that will occur not more than once a month and not less than once per quarter during the approved term of the agreement, and a Final Report. The State will provide Awardees with instructions for preparing the Final Report Tribe.
7. The Budget must reflect estimates for **actual** costs Tribes expect to incur during the approved term of the project. SGC can only approve and reimburse for actual costs that are properly documented in accordance with the Grant Terms and Conditions.
8. Participating Tribes shall **NOT** budget for, and **CANNOT** be reimbursed for, more than their actual allowable expenses (i.e., cannot include profit, fees, or markups) under the agreement. Subcontractors (all tiers) may to include up to a maximum total of 10% profit, fees or mark-ups on their own actual allowable expenses less any expenses further subcontracted to other entities (i.e., profit, fees and markups are not allowed on subcontractor expenses). For example, if a subcontractor has \$100,000 in actual allowable costs but has further subcontracted \$20,000 to another entity, then the subcontractor can only include up to 10% profit on \$80,000 (\$100,000 minus \$20,000). See Terms and Conditions, Attachment 9 for more information on allowable costs.

IV. Evaluation Process and Criteria

PROPOSAL EVALUATION

This section explains how the State will evaluate proposals. It describes the evaluation stages, preference points, and scoring of all proposals.

The State will evaluate and score proposals based on their response to the information requested in this solicitation.

To evaluate all proposals, SGC will organize an Evaluation Committee. The Evaluation Committee may consist of SGC staff or staff of other California state entities.

SGC and the Evaluation Committee will evaluate proposals in two stages:

Stage One: Screening Criteria

SGC will screen proposals for compliance with the Administrative Screening Criteria identified below. The Evaluation Committee will screen proposals for compliance with the Technical Screening criteria identified below. Proposals that fail any of the Administrative or Technical Screening Criteria shall be disqualified and eliminated from further evaluation.

Administrative Screening Criteria
1. The complete proposal package is received by SGC by the specified due date and time in Section I of this solicitation.
2. The complete proposal package is received by SGC by the specified due date and time in Section I of this solicitation.
3. The Proposal Form, Attachment 1 is complete and is signed by the Tribe's authorized representative.
4. The proposal does not contain confidential information, or any portion marked confidential.
5. The participating Tribe agrees to all Terms and Conditions [General, Attachment 9 and Special, Attachment 10] and meet all requirements of the solicitation by signing the Proposal Form.
6. The proposal does not include any statement in the proposal that acceptance is based on modifications to those Terms and Conditions or separate terms and conditions.
7. The proposal package is prepared in the mandatory format described.
8. The budget forms are filled out completely.
Technical Screening Criteria
1. The proposal is an eligible proposal (Section II, Eligible Proposals).
2. The proposal activities are eligible activities (Section II, Eligible Activities).

Grounds to Reject a Proposal

In addition to the Screening Criteria identified above, SGC reserves the right to reject a proposal and/or cancel an award if at any time during the proposal or agreement process the following circumstances are discovered:

- The proposal contains false or intentionally misleading statements or references which do not support an attribute or condition contended by the participating Tribe.

- The proposal is intended to erroneously and fallaciously mislead the State in its evaluation of the proposal and the attribute, condition, or capability is a requirement of this solicitation.
- The proposal does not literally comply or contains caveats that conflict with the solicitation and the variation or deviation is material or it is otherwise non-responsive.
- The participating Tribe has previously received funding through a Public Interest Energy Research (PIER) agreement, has received the PIER Royalty Review letter which the CEC annually sends out to remind past recipients of their obligations to pay royalties, and has not responded to the letter or is otherwise not in compliance with repaying royalties.

Stage Two: Technical Evaluation of Proposals

SGC will submit proposals passing Stage One to the Evaluation Committee to review and score based on the Evaluation Criteria in this solicitation.

During the evaluation and selection process, the Evaluation Committee may schedule a clarification interview with an applying Tribe that will either be held by telephone or in person for the purpose of clarification and verification of information provided in the proposal. However, these interviews may not be used to change or add to the contents of the original proposal. Participating Tribes will not be reimbursed for time spent answering clarifying questions.

The total score for each proposal will be the average of the combined scores of all Evaluation Committee members.

A minimum score of 70 points is required for the proposal to be eligible for funding. The maximum points possible is 100 points.

Awards made by the selection committee will consider the highest-ranked proposals and will take into consideration programmatic factors including geographic diversity and diversity of project types.

NOTICE OF PROPOSED AWARD

The State will post the results of SGC's decisions about proposed funding level, the rank-order of participating Tribes, and the amount of each proposed award in a Notice of Proposed Award (NOPA). SGC will post a NOPA at its headquarters in Sacramento, on the SGC and CEC websites, and will mail the NOPA to all parties that submitted a proposal.

DEBRIEFINGS

Unsuccessful participating Tribes may request a debriefing after the release of the NOPA. A request for debriefing must be received by the SGC no later than 15 days after the NOPA is released.

SCORING SCALE

Using this Scoring Scale, the Evaluation Committee will give a score for each criterion described in the Evaluation Criteria Worksheet.

% of Possible Points	Interpretation	Explanation for Percentage Points
0%	Not Responsive	Response does not include or fails to address the requirements being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
10-30%	Minimally Responsive	Response minimally addresses the requirements being scored. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
40-60%	Inadequate	Response addresses the requirements being scored, but there are one or more omissions, flaws, or defects or the requirements are addressed in such a limited way that it results in a low degree of confidence in the proposed solution.
70%	Adequate	Response adequately addresses the requirements being scored. Any omission(s), flaw(s), or defect(s) are inconsequential and acceptable.
80%	Good	Response fully addresses the requirements being scored with a good degree of confidence in the participating Tribe's response or proposed solution. No identified omission(s), flaw(s), or defect(s). Any identified weaknesses are minimal, inconsequential, and acceptable.
90%	Excellent	Response fully addresses the requirements being scored with a high degree of confidence in the participating Tribe's response or proposed solution. Participating Tribe offers one or more enhancing features, methods or approaches exceeding basic expectations.
100%	Exceptional	All requirements are addressed with the highest degree of confidence in the participating Tribe's response or proposed solution. The response exceeds the requirements in providing multiple enhancing features, a creative approach, or an exceptional solution.

TECHNICAL EVALUATION CRITERIA

All attachments provided by the applying Tribe will be considered against the criterion below.

<i>Technical Evaluation Criteria</i>	<i>Maximum Points</i>
<p>1. Demonstrated Need or Value</p> <ul style="list-style-type: none"> a. Clearly identifies and provides detailed justification for the need and/or value of the proposal as a whole, as well as justification for the need and/or value of each of the technical tasks or activities proposed. b. Reflects the goals of the Tribe as stated in other planning documents. c. Reflects the needs of the Tribal members. d. Identifies and discusses any benefits of the proposed activities and who will receive those benefits. e. Explains how the proposed plan would not be able to move forward without the Tribal Government Challenge grant. Describes probable next steps toward implementing the proposed plan. f. Identifies and discusses any consequences that may result from not doing the proposal. g. Identifies whether the Tribe contains or constitutes a community that is vulnerable to wildfire, sea-level rise, or other climate-change phenomena. 	20
<p>2. Climate and Energy Goals</p> <ul style="list-style-type: none"> a. Demonstrates how the proposed plan would progress the Tribe toward current and future climate and energy goals, as relevant. b. Describes how the proposed plan would lead to measurable energy savings, greenhouse gas emissions reductions, and/or advance adaptation and resiliency. c. Describes how the proposed plan would promote a combination of energy resiliency, efficiency, flexibility, as well as health and social equity. 	20
<p>3. Technical Approach</p> <ul style="list-style-type: none"> a. Describes the technique, approach, and methods to be used in performing the work. b. Describes how tasks will be executed and coordinated with various participants and team members. c. Identifies and discusses factors critical for success, in addition to risks, barriers, and limitations, and provides a plan to address them. 	20

<p>4. Scope of Work and Proposed Tasks</p> <ul style="list-style-type: none"> a. Describes a Scope of Work with quantifiable/measurable technical, administrative, and economic performance goals and objectives for the proposal, including what criteria and metrics will be used to determine plan successes and failures. b. Proposal tasks are stated as separate and distinct, clearly defined and logically presented, with appropriate goals, objectives, and interim and final products. c. Proposal package includes a realistic schedule for completion of the proposal tasks during the contract period, as well as clearly described interim and final products for each task and an appropriate budget. d. Participating Tribe has a follow up plan and/or follow up funding source(s) to utilize the successful planning product of this grant program and take physical actions to achieve the Tribe's energy goals. 	20
<p>5. Sharing Plan</p> <ul style="list-style-type: none"> a. Discusses how proposed planning activities could be replicated by other Tribal governments b. Participating Tribe has a plan to broadcast and/or showcase the proposal implementation and results to the State and other Tribal governments. c. A sharing plan identifies more than one mode of broadcast and/or showcase e.g. conference, workshop, website, press release, podcast, Twitter thread, etc. 	5
<p>5. Team Qualifications</p> <ul style="list-style-type: none"> a. Explains how the various tasks will be managed and coordinated, and how the project manager's technical expertise will support the effective management and coordination of all activities in the proposal by the end of the grant period. b. The Tribe demonstrates a plan to successfully complete projects and deploy results. c. Resumes are included for the project team as required under Section III., Proposal Format, Required Documents, and Delivery, D. Project Team. d. Proposal Package is complete and organized correctly. 	5
<p>6. Budget and Cost Effectiveness</p> <ul style="list-style-type: none"> a. Overall proposal cost is consistent with the proposed work and products to be provided. b. Personnel rates/costs, operating expenses, and indirect rates/costs are reasonable for the proposed work and consistent with the experience of the project team. 	10
<p>Total Possible Points</p>	100
<p>Minimum Passing Score (70%)</p>	70

V. Administration

DEFINITION OF KEY WORDS

Important definitions for this solicitation are presented below:

Word/Term	Definition
ARRA	American Recovery and Reinvestment Act of 2009
Awardee	Respondent to this solicitation that is selected for funding
California Native American Tribe	A Native American Tribe located in California that is on the contact list maintained by the Native American Heritage Commission (NAHC) for the purposes of Chapter 905 of the Statutes of 2004 (Pub. Resources Code, § 21073).
CEQA	California Environmental Quality Act
Energy Commission	California Energy Commission
GFO	Grant Funding Opportunity number assigned to this solicitation; see also <i>Solicitation</i>
Grant program	Tribal Government Challenge grant program
NEPA	National Environmental Policy Act
NHPA	National Historic Preservation Act
NOPA	Notice of Proposed Award
OPR	Governor's Office of Planning and Research
Participating Tribe	Respondent to this solicitation
Proposal Package	(Proposal) Formal written response to this document from participating Tribe
SEP	State Energy Program
SGC	Strategic Growth Council
SHPA/O	State Historic Preservation Act / Office
Solicitation	Program Opportunity Notice, which refers to this entire solicitation document and all its attachments and exhibits; see also <i>GFO</i>
State	State of California

COST OF DEVELOPING PROPOSAL

The participating Tribe is responsible for the cost of developing a proposal, and this cost cannot be charged to the State.

CONFIDENTIAL INFORMATION

SGC will not accept or retain any proposals with any portion marked confidential.

PAYMENT AND ACCOUNTING OF GRANT FUNDS

- Grant Recipient will be required to submit a Payee Data Record STD 204 form in order to be added as a vendor in the State's Financial Information System for California (Fi\$Cal)
- The State cannot disburse grant funds until the grant has been fully executed.
- Only approved and eligible costs incurred during the grant term will be reimbursable.
- On a quarterly basis, the Grant Recipient will submit project invoices to the SGC by electronic submission to AccountsPayable@opr.ca.gov or by sending a hard copy by mail.
- Before submitting an invoice to SGC, the Grant Recipient will be responsible for compiling all supporting documentation from Partners for a specific time-period. Invoices without adequate supporting documentation for all costs will not be paid.
- Supporting documentation may include, but is not limited to purchase orders, receipts, progress payments, subcontractor invoices, timecards, etc.
- Each invoice must be accompanied by appropriate quarterly reporting materials.
- Payments are made on a reimbursement basis; advance payments are not allowed. The Grant Recipient must have adequate cash flow to pay all grant-related expenses prior to requesting reimbursement from SGC. The reimbursement process may take up to 90 days.
- The disbursement process and acceptable forms of supporting documentation will be finalized during the Pre-contract Consultation.
- Final invoices will be due to SGC no later than 30 days after the end of the grant agreement term.
- SGC will withhold five percent of the total award amount until the SGC determines that all of the requirements of the planning grant have been fulfilled per the Grant Agreement.

REPORTING REQUIREMENTS

The Grant Recipient submit quarterly progress reports that comply with ARRA and the SGC requirements. These reports will express the grantee's progress in administering and implementing project tasks, describe successes with community engagement efforts, discuss any opportunities or challenges that have occurred, and the Grant Recipient will attach any required grant deliverables due for submission to the report.

Additionally, the Grant Recipient will submit a final report as part of the closeout of the grant award that summarizes the key findings, accomplishments (including best practices and implementation templates) and deliverables completed during the grant term.

REVIEW AND AUDIT PROCEDURES

- The State has the right to review project records, conduct audits, and perform site visits during the Grant Agreement Term. This right shall extend to all Partners and subcontractors, and the Grant Recipient shall include provisions ensuring such access in all contracts or subcontracts.
- The Grant Recipient must have the proposal records, including the source documents and evidence of payment, readily available, and provide an employee with knowledge of the project to assist the auditor.
- Grant Recipients need to maintain copies of project records for at least four (4) years after the "Project Closeout" report or final report is submitted.

ACCOUNTING REQUIREMENTS

The Grant Recipient must maintain an accounting system that:

- Accurately reflects fiscal transactions, with the necessary controls and safeguards;
- Provides a good audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, timecards, canceled checks, etc.; and
- Provides accounting data according to generally accepted accounting principles so the total cost of each individual proposal can be readily determined.

REMEDIES FOR NON-PERFORMANCE

The State has the discretion to determine if the Grant Recipient or Partners have performed in accordance with program requirements, the grant agreement, or any other legally binding agreements. Examples of non-performance include but are not limited to misuse of funding for ineligible expenses, failure to comply with program guidelines or requirements, inability to meet performance requirements or schedule milestones, and failure to comply with the terms and conditions identified in legal agreements governing the grant award.

If the State determines that the Grant Recipient or Partners have not performed in accordance with program requirements, the grant agreement, or any other legally binding agreements governing the grant award, the Grant Recipient will be notified and provided instructions and a timeline to rectify all cases of non-performance. The State may withhold any payments due the Grant Recipient until the Grant Recipient brings the project back into full compliance. Should the Grant Recipient or Partners fail to come back into compliance, the State may terminate the grant agreement or any other legally binding agreement governing the grant award at any time upon 30 days of written notice to the Grant Recipient.

SOLICITATION CANCELLATION AND AMENDMENTS

It is the policy of SGC not to solicit proposals unless there is a bona fide intention to award an agreement. However, if it is in the State's best interest, SGC reserves the right to do any of the following:

- Cancel this solicitation;
- Revise the amount of funds available under this solicitation;
- Amend this solicitation as needed; or
- Reject any or all proposals received in response to this solicitation.

If the solicitation is amended, SGC will send an addendum to all parties who requested the solicitation and will also post it on the SGC and CEC websites.

ERRORS

If a participating Tribe discovers any ambiguity, conflict, discrepancy, omission, or other error in the solicitation, the participating Tribe shall immediately notify SGC of such error in writing and request modification or clarification of the document. Modifications or clarifications will be given by written notice of all parties who requested the solicitation, without divulging the source of the request for clarification. SGC shall not be responsible for failure to correct errors.

MODIFYING OR WITHDRAWAL OF PROPOSAL

A participating Tribe may, by letter to Elizabeth Grassi at SGC, withdraw or modify a submitted proposal before the deadline to submit proposals. Proposals cannot be changed after that date and time. A proposal cannot be “timed” to expire on a specific date. For example, a statement such as the following is non-responsive to the solicitation: “This proposal and the cost estimate are valid for 60 days.”

IMMATERIAL DEFECT

SGC may waive any immaterial defect or deviation contained in a participating Tribe’s proposal. The SGC waiver shall in no way modify the proposal or excuse the successful participating Tribe from full compliance.

DISPOSITION OF PARTICIPATING TRIBE’S DOCUMENTS

All proposals and related material submitted in response to this solicitation become a part of the property of the State and public record. Participating Tribes who want any work examples they submitted with their proposals returned to them shall make this request and provide either sufficient postage, or a Courier Charge Code to fund the cost of returning the examples.

PARTICIPATING TRIBES’ ADMONISHMENT

This solicitation contains the instructions governing the requirements for a firm quotation to be submitted by interested participating Tribes, the format in which the technical information is to be submitted, the material to be included, the requirements, which must be met to be eligible for consideration, and participating Tribe responsibilities. Participating Tribes must take the responsibility to carefully read the entire solicitation, ask appropriate questions in a timely manner, submit all required responses in a complete manner by the required date and time, and make sure that all procedures and requirements of the solicitation are followed and appropriately addressed.

AGREEMENT REQUIREMENTS

The content of this solicitation shall be incorporated by reference into the final agreement. See the sample agreement terms and conditions included in this solicitation.

SGC reserves the right to negotiate with participating Tribes to modify the project scope, the level of funding, or both. If SGC is unable to successfully negotiate and execute a funding agreement with a participating Tribe, SGC, at its sole discretion, reserves the right to cancel the pending award and fund the next highest ranked eligible project.

All Tribes entering into agreement with SGC will be required to provide an authorized limited waiver of sovereign immunity covering the scope of the grant agreement.

Tribes that receive funding under this solicitation must provide an authorizing resolution approved by their governing authority to enter into an agreement with SGC and designating an authorized representative to sign. Applicants are encouraged to provide authorizing resolutions at the time of proposal submission, but must be submitted no later than 60 days after the notice of award.

The Governor’s Office of Planning and Research (OPR), on behalf of SGC will send the approved agreement, including the general Terms and Conditions and any additional terms and conditions, to the grant recipient for review, approval, and signature. Once the grant recipient

signs, OPR will fully execute the agreement. Recipients are approved to begin the proposal activities only after full execution of the agreement.

NO AGREEMENT UNTIL SIGNED AND APPROVED

No agreement between the OPR and the successful participating Tribe is in effect until the agreement is signed by the Recipient and signed by the SGC representative. No work shall begin until an agreement has been fully executed. SGC reserves the right to modify the award documents prior to executing the agreement.

COMMUNICATIONS

Branding: Grant Recipients are required to use SGC's name and/or logo for all published materials related to the project funded through this program. All press releases, fact sheets, talking points and press interviews related to this research must include the phrase "administered by the California Strategic Growth Council" and logos should be included where applicable.

Media: Grant Recipients are required to identify a point of contact for all press inquiries and communications needs related to the project and provide the name, phone number and email address of this individual to SGC.

Summary Brief: Grant Recipients are required to prepare a two-page summary of the selected proposal, corresponding to the template provided by SGC to be displayed on SGC's website and used for other communications purposes.

GOVERNMENT ALLIANCE ON RACE & EQUITY (GARE)

SGC is a member of the [Government Alliance on Race and Equity's California Capitol Cohort](#). Earlier this year, the Council adopted a [racial equity action plan](#) that outlines action steps toward increasing equity through organizational commitments, stakeholder engagement practices, workforce development, program planning, and other priorities. The plan aims to, among several objectives, diversify grant review panels; provide guidance on measuring, tracking, and scoring for racial equity priority topics; investigate and remove barriers to apply for or to spend grant funding; and, introduce the racial equity action plan to and share best practices with grant recipients. Staff continues to work with leadership and member agencies to operationalize and implement this action plan.

Attachment 1: Proposal Form

This form provides the Strategic Growth Council with basic information about the applicant and the project. Each applicant must complete and sign this form.

Applicant's Identification Information

Legal Name:			
Status:	<i>Check all that apply.</i>	<input type="checkbox"/> Federally Recognized Tribe	
		<input type="checkbox"/> California Tribal Government	
		<input type="checkbox"/> Non-Profit, 401(C)(3) Organization	
		<input type="checkbox"/> Other: _____	
Federal Tax ID #	XX-XXXXXXX		
Project Manager (serves as the point of contact for all communications)	Name		
	Street Address		
	City, State, and Zip Code		
	Phone Numbers	() -	
	E-Mail Address		

Project Title

Proposed Term

Must fall within the dates specified in the "Key Activities Schedule" in Part I of the solicitation.

Start Date:		End Date:	
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Project Location

Facility Name:	_____		
Street Address:	_____		
City:	_____	State:	_____
		Zip Code:	_____

Project Description *(brief paragraph)*

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Funding *(See "Maximum"*

Amount Requested	\$ _____		
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Subcontractors *(If subcontractors will perform work for the project, insert the legal name of each subcontractor below.)*

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Past Agreements

Complete the table below if the applicant and/or its subcontractors have any active or past (within the last three years) agreements with a California state agency. If the number of agreements for the applicant or subcontractor exceeds ten, list at last ten of the applicant or subcontractor's most recent agreements, in order of date and relevance to the proposed project.)

Name of Applicant or Subcontractor	Name of Entity that Issued the Agreement, Contact Name, and	Description of Project and Status

Certifications

1. I am authorized to complete and sign this form on behalf of the applicant.
2. I authorize the Strategic Growth Council to make any inquiries necessary to verify the information presented in this application.
3. I authorize the Strategic Growth Council to obtain business credit reports and make any inquiries necessary to verify and evaluate the financial condition of the applicant.
4. I have read and understand the terms and conditions contained in this solicitation. I accept the terms and conditions contained in this solicitation on behalf of the applicant, and the applicant is willing to enter into an agreement with the State of California to conduct the proposed project according to the terms and conditions without negotiation.
5. To the best of my knowledge, and under penalty of perjury, the information contained in this application is correct and complete.

Signature of Authorized Representative: _____	Date: _____
Printed Name of Authorized Representative: _____	

Attachment 2: Proposal Narrative

The Proposal Narrative must include a detailed description of the proposed activities, as well as goals and objectives of the proposed activities and provide sufficient detail so that reviewers will be able to evaluate the proposal against each of the scoring criteria. This narrative should concisely address each of the four sections below using the headings provided, without sacrificing sufficient details requested. The narrative should be written in straightforward language and be formatted using 11-point font and 1" margins. Proposals should avoid the use of technical or discipline-specific jargon. Spell out any acronyms that are not universally understood.

- I. Project Overview – describe what the proposal intends to do. Describe the purpose, aims and objectives of the activities described in the proposed scope of work. As applicable, include:
 - How specified objectives will allow the Tribe to better understand and implement its climate and energy plans.
 - How the project tasks and planning activities will be conveyed throughout the community to support climate/energy-action.
 - How the project addresses challenging issues and tackles anticipate problems or barriers to move towards solutions.
- II. Statement of Need - a clear, detailed justification statement that identifies the need and/or value of the proposal, as well as additional needs and/or values that are reflected through the technical tasks or planning activities proposed. This statement should, at a minimum:
 - Reflect the Tribe's goals as stated in its current planning and policy documents.
 - Reflect the needs of the Tribal members.
 - Identify and discuss any benefits of the proposed planning activities and who will receive those benefits.
 - Explain how the proposed project and planning activities would not be able to move forward without funding from the Tribal Government Challenge grant.
 - Describe probable next steps toward plan implementation at the end of the grant period.
 - Identify and discuss any consequences that may result from not doing the proposed work.
 - Identify whether the tribal community contains or constitutes a landscape that is vulnerable to wildfire, sea-level rise, or other climate-change phenomena.
- III. Climate and Energy Goals – a brief discussion about how the Tribe has developed overarching goals for achieving short- and long-term climate resiliency, and how the proposed project will advance these goals. At a minimum this discussion should:
 - Demonstrate how the proposed project would progress the Tribe toward current and future climate and energy goals.

- Describe how the proposed project will result in measurable energy savings, greenhouse gas emissions reductions, and/or advance adaptation and resiliency.
 - Explain how the proposed project will promote a combination of energy resiliency, efficiency, flexibility, as well as health and social equity.
- IV. Technical Approach – an examination discussing tactics, practices and processes that will be employed to ensure successful outcomes for the proposed project. Include the following, as relevant:
- Describe the technique, approach, and methods to be used in performing the work.
 - Discuss how tasks and activities will be performed and coordinated with various participants and team members.
 - Identify and discuss the critical factors for success, in addition to any anticipated risks, barriers, and limitations. Responses should convey strategies or plans that will be developed to address these factors.
- V. Sharing Plan – briefly outline how the tasks, activities, plans and/or deliverables can be shared with others and used to support the climate/energy objectives of other Tribes and governments. At a minimum:
- Discuss how proposed planning activities could be replicated by other Tribal governments.
 - Indicate plans to broadcast and/or showcase the project’s implementation and results to the State and other Tribal governments.
 - Identify multiple engagement modes that will be used to broadcast and/or showcase your work. E.g., conference, workshop, website, press release, podcast, Twitter thread, etc.

Attachment 3: Scope of Work and Deliverables Schedule

TEMPLATE

Governor’s Office of Planning and Research/Strategic Growth Council –Tribal Challenge Planning Grant Award

Tribe: _____

Proposal Title: _____

High Level Activities/Milestones (with Deliverables, and Benchmarks and Metrics)	Responsible Parties	Timetable in months (Start year: 2020)
TASK 1. Sub-Task A Sub-Task B Sub-Task C Sub-Task D		
TASK 2. Sub-Task A Sub-Task B Sub-Task C Sub-Task D		
TASK 3. Sub-Task A Sub-Task B Sub-Task C Sub-Task D		

SCHEDULE OF DELIVERABLES

List all items that will be delivered to the State under the proposed Scope of Work. Include all reports, including draft reports for State review, and any other Deliverables, if requested by the State and agreed to by the Parties

Table A3 - Schedule of Deliverables Form

Task Number	Deliverable	Description	Due Date

Attachment 4: Scope of Work Instructions

The Scope of Work Template contains a framework to use to complete the Scope of Work. The following instructions will assist with the development of the Scope of Work.

I. Task List

Insert the Task numbers and Task names for the project. Add additional rows as necessary. The work effort should be divided into a series of logical, discrete and sequential tasks. Tasks may be divided into sub-tasks to better frame the work. Each task (and to a lesser extent, subtasks) will include the following components.

A. The Goal

The goal of this task is to ... <Complete the sentence with a brief description of the goal(s). Please be brief, two to three sentences maximum.>

B. High Level Activities/Milestones

Using deliverables, benchmarks, and metrics; identify, discuss and quantify how progress will be measured and reported on for each task listed.

C. Responsible Parties (The Recipient shall ...)

List each individual activity with a separate bullet if there are more than two individual activities and begin each bullet with a verb to complete the sentence beginning with "The Recipient shall." Organize activities in the order in which they will occur. Use this section to describe the essential elements of the process you will use to complete the project. The contents of each product shall also be described in this section.

D. Timetable (in months)

Provide anticipated start and end months for each task identified. All work should end before April 2022.

E. Task Deliverables

Each task must include one or more deliverables that will be completed and submitted to the SGC before closing out the task. Provide a description of each deliverable and explain the method for submitting each deliverable.

F. Task 1.0 Administration

The administrative tasks must be included in every agreement. Sub-tasks should include, at a minimum, project kick-off meetings, reporting activities, and project closeout.

II. Schedule of Deliverables

Proposals must include a schedule of deliverables that lists, in chronological order, each deliverable and identifies the corresponding task number, provides a description of the deliverable and the due date (anticipated date of submission).

Attachment 5: Budget Forms

Applying Tribe: _____ Project Manager: _____

Grant Title: _____

PERSONNEL	Title	Hourly Rate	# of Hours	(D*E) Salary	Benefits	(F+G) Total
Total						
CONSULTANTS						
Show the job title/classification, hourly rate of the consultants, and estimation of time Per Diem and travel expenses are wrapped into the consultant's hourly rate						
					Totals	
SUPPLIES						
Such as but not limited to mailing, postage, printing (show how arrived at amount)						
					Totals	

MEETINGS, WORKSHOPS						
Such as but not limited to rent, rentals, supplies (show how arrived at amount)						
					Totals	
OTHER						
Such as but not limited to software (show how arrived at amount)						
					Totals	
TRAVEL						
Mileage is calculated at .575/mile. For information about allowable travel rates, please visit https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx						
					Totals	
COMBINED TOTAL						
					Total Project Costs	

BUDGET JUSTIFICATION

In addition to an initial budget, applicants are required to provide justification for the anticipated costs occurred. The Budget Justification will include the following categories with brief narratives describing costs.

Personnel

Name. Starting with the Project Manager list the names of all known personnel who will be involved on the project for the proposed project period. Include all collaborators, individuals in training, technical and support staff or include as “to be determined” (TBD).

Role on Project. For all personnel by name, position, function, and a percentage level of effort (as appropriate), including “to-be-determined” positions.

** **Please note:** grant funds cannot pay for salary and benefit rates in excess of those noted on the initial budget. Applicants may want to develop annual budgets that reflect expected increases to these items verified by documented plans and calculations that forecast future personnel costs.*

Fringe Benefits.

Explain the costs included in the budgeted fringe benefit percentages used,

Travel

Itemize all travel requests separately by trip and justify in accordance with State travel guidelines. Provide the purpose, destination, travelers (name or position/role), and duration of each trip. Include detail on airfare, lodging and mileage expenses, if applicable. Please note: this program will not fund travel outside of the state of California.

Materials and Supplies

Itemize materials supplies in separate categories. Include a complete justification of the project’s need for these items. Theft sensitive equipment (under \$5,000) must be justified and tracked separately in accordance with State Contracting Manual Section 7.29.

Equipment

Please note: this program will not fund equipment (greater than or equal to \$5,000 with a useful life of more than one year).

Consultant Costs

Consultants are individuals/organizations who provide expert advisory or other services for brief or limited periods and do not provide a percentage of effort to the project or program.

Provide the names and organizational affiliations of all consultants. Describe the services to be performed, and include the number of days of anticipated consultation, the expected rate of compensation, travel, per diem, and other related costs.

Subawardee (Subrecipient) Costs

Each participating organization funded in the budget must submit a separate detailed budget for the project period, including a complete set of budget justifications that indicates the need for any subawardee listed in the application.

Other Direct Costs

Itemize any other expenses by category and cost. Specifically justify costs that may typically be treated as indirect costs. For example, if insurance, telecommunication, or IT costs are charged as a direct expense, explain reason and methodology.

Indirect Costs

Federally recognized tribes may use the indirect cost rate negotiated through their cognizant Federal Agency (generally DOI National Business Center). California Tribes that are not recognized by the Federal Government and other businesses and organizations can apply an indirect cost rate of up to 25%.

DRAFT

Attachment 6: Contacts

Identify the names and contact information of the project manager, administrator, accounting officer, and recipient of legal notices. **Complete the information in the “Grant Recipient” column.**

Strategic Growth Council	Grant Recipient
<p><u>SGC Grant Agreement Manager:</u> (TBD) Strategic Growth Council 1400 Tenth Street Sacramento, CA 95814 Phone: (916) 327-XXXX e-mail: TribalPrograms@sgc.ca.gov</p>	<p>Project Manager: (Name) (Recipient's Name) Address Phone: (XXX) XXX -XXXX e-mail:</p>
<p><u>Deliverables/Products and Reports:</u> (TBD) Strategic Growth Council 1400 Tenth Street Sacramento, CA 95814 Phone: (916) 327-XXXX e-mail: TribalPrograms@sgc.ca.gov</p>	<p>Administrator: (Name) (Recipient's Name) Address Phone: (XXX) XXX -XXXX e-mail:</p>
<p><u>Invoices:</u> Governor's Office of Planning and Research ATTN: Accounting Office 1400 Tenth Street Sacramento, CA 95814 Phone: (916) 327-XXXX e-mail: AccountsPayable@opr.ca.gov</p>	<p>Accounting Officer: (Name) (Recipient's Name) Address Phone: (XXX) XXX -XXXX e-mail:</p>
<p><u>Legal Notices:</u> (TBD) Strategic Growth Council 1400 Tenth Street Sacramento, CA 95814 Phone: (916) 327-XXXX e-mail: Elizabeth.Grassi@sgc.ca.gov</p>	<p>Legal Notices: (Name) Address Phone: (XXX) XXX -XXXX e-mail:</p>

Attachment 7: Single Audit Act Compliance Form

This attachment will be available in the final solicitation.

DRAFT

Attachment 8: Budget Detail and Payment Provisions

This attachment will be available in the final solicitation.

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Attachment 9: General Terms and Conditions

This attachment will be available in the final solicitation.

DRAFT

Attachment 10: Special Terms and Conditions

This attachment will be available in the final solicitation.

DRAFT

Attachment 11: STD 204 Payee Data Record Form

STATE OF CALIFORNIA-DEPARTMENT OF FINANCE

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 10/2019)

1	<p>INSTRUCTIONS: Type or print the information. Complete all information on this form. Sign, date, and return to the state agency (department/office) address shown in Box 6. Prompt return of this fully completed form will prevent delays when processing payments.</p> <p>Information provided in this form will be used by California state agencies to prepare Information Returns (Form1099). See next page for more information and Privacy Statement.</p> <p>NOTE: Governmental entities, i.e. federal, state, and local (including school districts), are not required to submit this form.</p>						
2	<p>BUSINESS NAME <small>(As shown on your income tax return)</small></p> <p>SOLE PROPRIETOR, SINGLE MEMBER LLC, INDIVIDUAL <small>(Name as shown on SSN or ITIN) Last, First, MI</small></p> <p>E-MAIL ADDRESS</p> <p>MAILING ADDRESS</p> <p>BUSINESS ADDRESS</p> <p>CITY STATE ZIP CODE CITY STATE ZIP CODE</p>						
3	<p>PAYEE ENTITY TYPE</p> <p>CHECK ONE BOX ONLY</p>	<p>ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): <input type="text"/></p> <p><input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> ESTATE OR TRUST</p> <p>CORPORATION:</p> <p><input type="radio"/> MEDICAL <small>(e.g., dentistry, psychotherapy, chiropractic, etc.)</small></p> <p><input type="radio"/> LEGAL <small>(e.g., attorney services)</small></p> <p><input type="radio"/> EXEMPT <small>(nonprofit)</small></p> <p><input type="radio"/> ALL OTHERS</p>			<p>NOTE: Payment will not be processed without an accompanying taxpayer identification number.</p>	<p>ENTER SSN OR ITIN: <input type="text"/></p> <p><input type="checkbox"/> SOLE PROPRIETOR, INDIVIDUAL, OR SINGLE MEMBER LLC <small>(Disregarded Entity)</small></p> <p><small>Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) are required by authority of California Revenue and Tax Code sections 18545 and 18551.</small></p>	
4	<p>PAYEE RESIDENCY STATUS</p>	<p><input type="checkbox"/> CALIFORNIA RESIDENT - Qualified to do business in California or maintains a permanent place of business in California.</p> <p><input type="checkbox"/> CALIFORNIA NON RESIDENT <small>(see next page for more information)</small> - Payments to nonresidents for services may be subject to state income tax withholding.</p> <p><input type="radio"/> No services performed in California.</p> <p><input type="radio"/> Copy of Franchise Tax Board waiver of state withholding attached.</p>					
5	<p>I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.</p>						
	AUTHORIZED PAYEE REPRESENTATIVE'S NAME <small>(Type or Print)</small>		TITLE	TELEPHONE <small>(Include area code)</small>			
	SIGNATURE		DATE	E-MAIL ADDRESS			
6	<p>Please return completed form to:</p>						
	DEPARTMENT/OFFICE		UNIT/SECTION				
	MAILING ADDRESS		TELEPHONE <small>(Include area code)</small>	FAX			
	CITY	STATE	ZIP CODE	E-MAIL ADDRESS			

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 10/2019)

1	<p>Requirement to Complete the Payee Data Record, STD 204</p> <p>A completed Payee Data Record, STD 204 form, is required for all payees (non-governmental entities or individuals) entering into a transaction that may lead to a payment from the state. Each state agency requires a completed, signed, and dated STD 204 on file; therefore, it is possible for you to receive this form from multiple state agencies with which you do business.</p> <p>Payees who do not wish to complete the STD 204 may elect not to do business with the state. If the payee does not complete the STD 204 and the required payee data is not otherwise provided, payment may be reduced for federal and state backup withholding. Amounts reported on Information Returns (Form 1099) are in accordance with the Internal Revenue Code (IRC) and the California Revenue and Taxation Code (R&TC).</p>				
2	<p>Enter the payee's legal business name. The name must match the name on the payee's tax return as filed with the federal Internal Revenue Service. Sole proprietorships and single member limited liability companies (LLCs) must also include the owner's full name. An individual must list his/her full name as shown on the SSN or as entered on the W-7 form for ITIN. The mailing address should be the address at which the payee chooses to receive correspondence. The business address is the address of the business' physical location.</p>				
3	<p>Check only one box that corresponds to the payee business type. Corporations must check the box that identifies the type of corporation.</p> <p>The State of California requires that all parties entering into business transactions that may lead to payment(s) from the state provide their Taxpayer Identification Number (TIN). The TIN is required by the R&TC sections 18646 and 18661 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the IRC section 6109(a) and R&TC section 18662 and its regulations.</p> <p>Payees must provide one of the following TINs on this form: social security number (SSN), individual taxpayer identification number (ITIN), or federal employer identification number (FEIN). The TIN for sole proprietorships, single member LLC (disregarded entities), and individuals is the SSN or ITIN. Only partnerships, estates, trusts, corporations, and LLCs (taxed as partnerships or corporations) will enter their FEIN.</p>				
4	<p>Are you a California resident or nonresident?</p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for state income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:</p> <table border="0"> <tr> <td>Withholding Services and Compliance Section: 1-888-792-4900</td> <td>E-mail address: wscs.gen@ftb.ca.gov</td> </tr> <tr> <td>For hearing impaired with TDD, call: 1-800-822-6266</td> <td>Website: www.ftb.ca.gov</td> </tr> </table>	Withholding Services and Compliance Section: 1-888-792-4900	E-mail address: wscs.gen@ftb.ca.gov	For hearing impaired with TDD, call: 1-800-822-6266	Website: www.ftb.ca.gov
Withholding Services and Compliance Section: 1-888-792-4900	E-mail address: wscs.gen@ftb.ca.gov				
For hearing impaired with TDD, call: 1-800-822-6266	Website: www.ftb.ca.gov				
5	Provide the name, title, email address, signature, and telephone number of the individual completing this form. Provide the date the form was completed.				
6	This section must be completed by the state agency requesting the STD 204.				

Privacy Statement

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.

It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and state law imposes noncompliance penalties of up to \$20,000.

You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.

All questions should be referred to the requesting state agency listed on the bottom front of this form.