

## Tribal Capacity Building Pilot Program

### Frequently Asked Questions

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This document compiles the frequently asked questions throughout the application phase (November 7, 2023 – February 5, 2024) of the Tribal Capacity Building Pilot Program as it relates to the program’s tribal grant application. Questions were received through Application Office Hours open to the public every other Thursday from 2:00pm-3:00pm PT (November 16, 2023 – January 25, 2024), as well as direct emails to the Community Assistance for Climate Equity inbox ([CACE@sgc.ca.gov](mailto:CACE@sgc.ca.gov)). Tribe-specific questions and identifying information have been excluded to protect confidentiality. This document includes the standard answer that was given to each of the listed questions. Questions and answers from the Application Workshop (held on November 28, 2023) can be found in the recording below. Application resources are as follows:

- [Notice of Funding Availability](#)
- [Grant Guidelines](#)
- [Application Workshop Presentation Slides](#)
- [Application Workshop + Q&A Recording](#)

Applications must be submitted using the [online Submittable Application](#) by 5:00 p.m. PT on Monday, February 5, 2024.

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#### **General Questions**

**Q: Can subcontractors or consultants be part of the application?**

**A:** No, allocating funds to contractors or consultants is not an allowable expense, the purpose being the goal of the Tribal Capacity Building Pilot Program is to build internal tribal capacity through funding tribal staff salaries. More information about eligible and ineligible costs can be found on page 8-9 of the Grant Guidelines.

**Q: Can tribes that are located near each other apply together under one application?**

**A:** Yes, the tribes would need to apply together under one application and indicate that they would have a shared staff person and point of contact. The application must stay within the \$150,000-\$250,000 funding range and demonstrate how the tribes plan to allocate the funding split between the tribes and submit all the same deliverables together.

**Q: Does this grant fund tribal partners or tribally-led collaboratives?**

**A:** The grant can only fund partners or collaboratives if the partner and/or members of the collaborative all meet eligibility requirements. Eligible applicants include: "*California Native American Tribes: Native American tribes listed on the Native American Heritage Commission (NAHC) Contact List per Chapter 905 of the Statutes of 2004 (Pub. Resources Code, § 21073). A non-federally recognized tribe is eligible to apply if they are registered with the California Secretary of State as a nonprofit, a for-profit corporation, or a limited liability company.*" If all partners and/or members of the collaborative meet the eligibility requirement, the tribes would need to apply together under one application and indicate that they would have a shared staff person and point of contact. The application must stay within the \$150,000-\$250,000 funding range and demonstrate how the tribes plan to allocate the funding split between the tribes and submit all the same deliverables together.

**Q: What type of records will the tribe be required to keep of time spent on grant activities?**

**A:** The program team will provide a reporting template for tribes to use. The final reporting template has not been created yet, but general programmatic reporting invoices require documentation of the staff person's hourly rate and the number of hours they worked on each listed mandatory and customized activity. In creating the final reporting template, the program team will work to only require the absolute necessary information needed for invoicing and legal purposes to minimize any additional burdens the reporting process may have on tribes. More information about program deliverables and reporting requirements can be found on page 8 and page 15-17 of the Grant Guidelines.

### ***Budget & Funding Questions***

**Q: How many hours should the tribe budget for participation and travel for the Mandatory Activities (i.e., trainings, workshops, and peer learning sessions)?**

**A:** Since this is the pilot program and the number of trainings, workshops, and peer learning sessions will be dependent on the Technical Assistance Provider and the tribal grantees, the numbers below are estimates applicants may put in their [Budget Worksheet](#):

- For "Task 1: Participate in Trainings & Workshops," applicant can allocate ~10 hours of staff cost time with 0 hours of travel since the majority of trainings and workshops will be held virtually.
- For "Task 2: Engage in SGC-facilitated Peer Learning," applicant can allocate ~16 hours of staff cost time. The program will aim for at least 1 in-person kick-off meeting and peer-learning session, please allocate an estimated travel cost based on that information.

**Q: Is it \$250,000 total for the two-year grant term? Does that mean staff funding would be capped at \$125,000 per person all-inclusive of fringe and indirect costs?**

**A:** Yes, \$250,000 is the maximum grant amount for the two-year grant term. The tribe can determine how they'd like to split the staff funding for the two years.

**Q: Who will pay for the training and travel costs listed under the Mandatory Activities?**

**A:** Training, workshop, peer learning, and travel costs under the Mandatory Activities will be covered by the grant funds. Trainings, workshops, and peer learning sessions held by the Technical Assistance Provider will be at no-cost to tribal grantees.

**Q: Can the tribe budget to have more than one staff person participate in trainings and workshops, or will just the primary point of contact participate?**

**A:** Yes, tribes can budget to have more than one staff person participate. Trainings and workshops (and potentially peer learning sessions) will be made available to all staff and members of the tribe to join. The distinction for the primary point of contact is they will be the person that communicates with the Tribal Capacity Building Pilot Program team throughout the application process and at the start of the grant term, if awarded.

**Q: Would the tribe be allowed to spend funding on and/or include youth members in program activities?**

**A:** Tribes could use grant funds to cover compensation for youth members if they are interns or fellows. External training/workshop costs are not an eligible cost. However, some trainings/workshops offered through the Technical Assistance Provider could be open to youth members at no-cost if there's interest. More information about eligible and ineligible costs can be found on page 8-9 of the Grant Guidelines.

**Q: The tribe's federally negotiated rate for indirect costs is over 100%, which is a lot higher than the listed 30% for non-federally recognized tribes. Would that discrepancy disqualify the application or make it less competitive?**

**A:** The Grant Guidelines state: "*Indirect cost rates will follow the Applicant's federally negotiated rate OR up to 30% if the tribe does not have a federally negotiated rate.*" A federally negotiated rate over 100% would not disqualify the tribe. However, a rate that high may make it difficult for the tribe to have adequate funding left over to cover staff costs, which could impact the competitiveness of the application. If the tribe is open to using a lower rate, it could be beneficial to include the lower rate the tribe is willing to use in the [Budget Worksheet](#). More information about indirect costs can be found on page 9 of the Grant Guidelines.

### ***Project Area Map Questions***

**Q: What should the tribe do if they aren't able to get the required Landowner Letters of Support for sites in the project area map that aren't under the jurisdiction or ownership of the tribe?**

**A:** To meet threshold criteria, the tribe must provide at least one of the required project area documents at the time of submitting the application (accepted forms of documentation are listed in the

[online application](#)). If any part of the project area is not under the jurisdiction or ownership of the tribe, the tribe must provide at least one Landowner Letter of Support ([template provided here](#)) at the time of submitting the application to meet threshold criteria. The remaining letters must be provided at the grant agreement stage, if awarded, and the tribe should make a note acknowledging this in their application.

Due to these requirements, tribes should only include sites in the project area map that they're certain they can receive a Landowner Letter of Support for. Tribes may still mention other sites that are not in the project area map in their narrative response. More information about project area requirements can be found on page 9-10 of the Grant Guidelines.

### **Application Questions**

**Q: In the Narrative Responses section of the application, could you explain the distinction between the Program Activities questions #2 and #3?**

**A:** Program Activities Question #2 states: *"Please explain how these activities reflect and build upon the tribe's vision for climate-related action, including specificity around the necessary actions of the proposed customized activities and how the activities would achieve desired outcomes."* This question is focusing on how the program activities would support the tribe's vision for climate-related action and achieve the tribe's specific desired outcomes.

Program Activities Question #3 states: *"Please explain how both mandatory and proposed customized program activities will support the tribe in achieving overall program objectives."* This question is focusing on how the program activities would support the tribe in achieving the grant's specific program objectives, which can be found on page 5 of the Grant Guidelines.

**Q: Could the program team review sections of the tribe's application to provide input and ensure they're on the right track prior to submittal?**

**A:** To maintain a fair and equal application process for all tribal applicants applying to the Tribal Capacity Building Pilot Program, the program team is not able to review any parts of a grant application prior to submittal. The program team tried to make the application as straightforward as possible, and included the criteria in which the review panel will score applications on page 11-14 of the Grant Guidelines. This is the best resource for tribes to determine whether they're on the right track.

**Q: Who should I contact for urgent questions as the application deadline (February 5, 2024 by 5pm PT) nears?**

**A:** Please email CACE Program Analyst, Nancy Cheng ([nancy.cheng@sgc.ca.gov](mailto:nancy.cheng@sgc.ca.gov)).