

Tribal Capacity Building Pilot Program

Grant Guidelines

Community Assistance for Climate Equity Program



**CALIFORNIA
STRATEGIC
GROWTH
COUNCIL**

Table of Contents

I. About the Tribal Capacity Building Pilot Program.....	3
A. Navigating the Program Process and Grant Guidelines	3
B. Background.....	3
C. Summary	4
D. Program Contact	5
E. Funding Availability.....	5
F. Program Objectives	5
G. Timeline	5
II. Before Applying	6
A. Eligibility Requirements.....	6
B. Eligible Activities.....	6
C. Project Deliverables	8
D. Eligible Costs.....	8
E. Eligible Project Area.....	9
III. Preparing and Submitting an Application	10
A. Application Process.....	10
B. Application Help	10
C. Threshold Criteria.....	10
D. Application Components and Scoring Criteria	11
IV. After Applying	14
A. Confirmation of Application Submission	14
B. Public Records Act	14
C. Application Review Process and Scoring	15
D. Unselected Applicants	15
V. Awarded Applications	15
A. Grant Agreement and Administration.....	15
B. Disbursement and Reporting	16
C. Implementation Technical Assistance.....	17
VI. Appendix	17
Appendix A: Glossary of Terms	17

I. About the Tribal Capacity Building Pilot Program

A. Navigating the Program Process and Grant Guidelines

These Grant Guidelines are a step-by-step guide for learning more about, applying for, and participating in the Strategic Growth Council's (SGC) Tribal Capacity Building Pilot Program. They reflect state requirements on how to use and manage program funds. The Grant Guidelines also incorporate feedback gathered from a workshop series, tribal consultations, key informant interviews, in-person and virtual tribal events, input from tribal expert consultants, and a 90-day public comment period. SGC posted these Final Grant Guidelines in November 2023 as part of the Tribal Capacity Building Pilot Program's Notice of Funding Availability (NOFA).

B. Background

About the Tribal Capacity Building Pilot Program

The Tribal Capacity Building Pilot Program is a new grant program that provides funding and technical assistance to California Native American Tribes to build staff capacity to advance tribes' climate-related work. Administered by the Strategic Growth Council, the goal of the pilot program is to assist tribes in developing long-term capacity to secure funding and implement tribal-led climate solutions.

While tribes are eligible for many of SGC's existing capacity building and grant programs, staff have received consistent feedback from tribes that their sovereign status and historical relationship with the State of California necessitate a dedicated capacity building program. This pilot program will allow SGC to be responsive to these requests by building a grant program tailored to the unique status and needs of California Native American Tribes.

This pilot program will be administered by [SGC's Community Assistance for Climate Equity Program](#) (CACE; previously known as the California Climate Investments Technical Assistance Program), which has a history of providing technical assistance and capacity building resources to communities. Members of this team have also developed and implemented programs specific to tribes, including the joint SGC and California Energy Commission [Tribal Government Challenge Planning Grant Program](#). SGC's CACE program has received and implemented a total of \$13.5 million to carry out capacity building and technical assistance programs.

The Tribal Capacity Building Pilot Program is part of California Climate Investments, a statewide program that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas (GHG) emissions, strengthening the economy, and improving public health and the environment—particularly in disadvantaged communities. The Cap-and-Trade program also creates a financial incentive for industries to invest in clean technologies and develop innovative ways to reduce pollution. California Climate Investments projects include affordable housing, renewable energy, public transportation, zero-emission vehicles, environmental restoration, more sustainable agriculture, recycling, and much more. At least



35 percent of these investments are located within and benefiting residents of disadvantaged communities, low-income communities, and low-income households across California. For more information, visit the [California Climate Investments website](#).

The Tribal Capacity Building Pilot Program furthers the purposes of [AB 32](#) (Chapter 488, Statutes of 2006) and [SB 32](#) (Chapter 249, Statutes of 2016) by investing in tribal projects related to climate mitigation, adaptation, and resilience that reduce GHG emissions.

C. Summary

- **Eligible Applicants:** All California Native American Tribes listed on the Native American Heritage Commission (NAHC) Contact List, including federally recognized and non-federally recognized tribes, are eligible. 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.
- **Eligible Activities:** Activities may include planning, securing funding for, and implementing projects related to climate mitigation, adaptation, and resilience.
- **Funding Available for Pilot Round Awards:** Grantees may receive funding between \$150,000 and \$250,000 for the two-year grant term.
- **Project Length:** 24-month period
- **Grant Availability Type:** Competitive
- **Match Funding Required:** No
- **Disbursement Type:**
 - Reimbursement
 - Advanced pay for eligible entities (see *V. Awarded Applications — B. Disbursement and Reporting*)
- **Technical Assistance:** In addition to providing funding, the pilot program will offer tribal grantees no-cost, flexible support that will respond to each tribe's needs and requests. The capacity building and technical assistance services offered include, but are not limited to:
 - Trainings and workshops
 - Grant application assistance
 - Grant management support
 - Planning support
 - Implementation assistance
 - Partnership building
 - Peer learning
 - Staff development
 - Economic development



D. Program Contact

Community Assistance for Climate Equity – Tribal Capacity Building Pilot Program
California Strategic Growth Council
Program Email: CACE@sgc.ca.gov

E. Funding Availability

Funding is available on a competitive basis with \$1 million total available for grant awards. Grantees may receive funding between \$150,000 and \$250,000 for the two-year grant term. The remainder of the funding supports the provision of technical assistance, capacity building, training, and peer learning support for tribal grantees through a third-party technical assistance provider (TA Provider). The expected grant agreement start timeframe is Summer 2024.

F. Program Objectives

The Tribal Capacity Building Pilot Program's key program objectives are to:

- 1. Build Tribal Staff Capacity to Advance and Sustain Climate Action:** By investing in staff capacity and providing trainings and technical assistance to enhance tribal coordination, knowledge, skills, expertise, and access to state resources, the pilot program aims to help tribes build and sustain their climate related efforts.
- 2. Secure Funding to Develop and Implement Tribal-led Climate Projects:** Grantees will work with the TA Provider on activities to secure funding for the development and implementation of existing or new climate mitigation, adaptation, or resilience projects.
- 3. Enhance Peer Learning Relationships Among Tribes:** Peer learning activities will provide a space for tribes to share promising practices and lessons learned and support tribal coordination on the development and implementation of climate-related projects and applications where relevant.

G. Timeline

The proposed timeline below provides a general timeframe for program milestones. The most up-to-date timeline is posted on the [Tribal Capacity Building Pilot Program webpage](#). The webpage will be updated with specific dates as they are announced.

Milestones	Dates
RFI & Draft Grant Guidelines 90-Day Public Comment Period	May 22-August 22, 2023
RFI & Draft Grant Guidelines Tribal Workshop Series	June-August 2023
Final Grant Guidelines Adopted by SGC	October 26, 2023



Milestones	Dates
Notice of Funding Availability & Application Release	November 2023
Application Workshop	November 9, 2023 2:00 - 3:00 PM Pacific
Applications Due	February 5, 2024
Interagency Application Review & Scoring Period	February 2024
Finalist Interviews	March 2024
Expected Notice of Recommended Awards Adopted	April 2024

II. Before Applying

The steps and sections below are meant to help applicants prepare their application. Before beginning the application process, SGC recommends that prospective applicants:

1. Determine whether they are eligible by reviewing the Eligibility Requirements.
2. Review the Application Components & Scoring Criteria to determine what information and resources are needed to apply.
3. Review the Program Objectives to understand what participating in the Tribal Capacity Building Pilot Program may involve.

A. Eligibility Requirements

Eligible Applicants

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.

Please note that the Tribal Capacity Building Pilot Program does *not* require a waiver of sovereign immunity from tribal grantees.

B. Eligible Activities

Applications must address all of the mandatory activities below and indicate three to five of the customized activities outlined below that they plan to focus on.

Mandatory Activities



The Tribal Capacity Building Pilot Program includes a set of mandatory activities, categorized into two key types. Tribal grant recipients will conduct these activities in coordination with the TA Provider.

1. Participate in Trainings, Workshops, and Peer Learning

- Participate in trainings and workshops held by the TA Provider
- Participate in staff development trainings
- Engage in SGC-facilitated peer learning with Tribal Capacity Building Pilot Program grantees. Each tribe will identify members to participate; topics for peer learning sessions will be developed in collaboration with grantees.

2. Tribal Capacity Building Pilot Program Reporting

- Conduct data collection, tracking, and reporting associated with grant deliverables (see next section)

Customized Activities

The following list includes three categories of climate-related activities that grantees may incorporate into the tribe's Action Plan that will be developed after the grant agreement with SGC has been executed. Tribes should select three to five activities from this list to focus on during the grant term and must carry out at least three of the chosen activities. Activities may change throughout the grant term based on the needs, gaps, and priorities of the tribe. Applicants will be asked to provide a high-level description of what these activities will entail in their application. Tribal staff may carry out these activities with the support of the TA Provider.

1. Grant-Related Activities

- Develop and submit climate-related grant applications, including any grant that advances the tribe's climate mitigation, adaptation, and resilience goals
- Support climate-related grant implementation
- Develop a grant management system

2. Partnership and Economic Development Activities

- Build partnerships with entities that can assist the tribe in meeting climate and economic development goals
- Conduct economic development planning and project implementation to build economic and climate resilience

3. Planning and Analysis Activities

- Develop a community needs assessment
- Conduct strategic planning related to the tribe's climate goals
- Conduct climate-related land use planning
- Conduct climate-related data collection and analysis



C. Project Deliverables

Project activities must result in the creation of clear deliverables. Deliverables should serve as lasting resources to support ongoing capacity building within the tribe. Required deliverables are outlined below.

Action Plan

Grantees must work with the TA Provider to submit an Action Plan after grant execution that outlines the tribe's capacity building plan and implementation strategy to build capacity and achieve program objectives. The Action Plan will serve as a roadmap during the grant term as well as for supporting long-term capacity building and climate action. The Action Plan should include:

- The tribe's priorities, objectives, and goals for the grant term
- A summary of needs and gaps outlined by the tribe
- Specific actions to address needs and gaps
- Potential climate-related projects and funding programs of interest
- A plan for how tribes will be supported throughout the program term, including the scope of services the TA Provider will offer (e.g., trainings, grant application assistance, planning and implementation support, and other relevant activities that align with program goals)

Regular Reports

Grantees must submit regular invoices and high-level reports on an interval developed between SGC and the grantee. SGC will provide a reporting template for grantees to use. For more information on reporting and invoicing requirements, see *V. Awarded Applications – A. Grant Agreement and Administration*.

Final Report

Grantees must submit a final report to SGC that includes all of the following:

- An outline of the activities conducted as part of the Action Plan
- The outcome of each activity, including, but not limited to, all of the following:
 - Technical assistance received
 - Grants applied for
 - Plans and projects commenced and completed
- Narrative description of positive outcomes, challenges, and lessons learned during the grant term

D. Eligible Costs

The list below provides eligible costs for using grant funds. Applicants must ensure that the costs proposed in the grant budget are eligible for funding. Costs deemed ineligible in the application review process will be removed and the grant's recommended total award will be adjusted accordingly.

Staff Costs

Grantee's staff costs, including salary at an hourly rate, benefits, taxes, and leave. Grant funds may be used to support existing staff or used to hire new staff during the grant term.



Staff may be full-time or part-time employees. Grant funds may also be used to pay volunteers, interns, elders, or fellow stipends and honorariums.

Travel Costs

Tribes may use grant funds for travel costs. Travel must be approved program-related travel, such as travel for in-person meetings, convenings, etc. Travel reimbursements must adhere to the state rates and conditions established on the CalHR website, with the exception of “incidentals,” which will not be reimbursable under this grant.

Tools, Subscriptions, and Software

Tribes may use grant funds for computer/online tools, subscriptions, and software. These include subscriptions to tools and other software that will help increase capacity, facilitate communication, or otherwise facilitate implementation of the project such as project management software, videoconferencing technology subscriptions, mapping software, and broadband services.

Indirect Costs

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. Indirect cost rates shall be justifiable based on actual costs in the event of an audit. Indirect costs represent the expenses of doing business that are not readily identified with a particular grant activity but are necessary for the general operation of the tribe. These are costs to administer the grant, or costs incurred by staff to perform the tasks necessary to fulfill the deliverables outlined in these guidelines.

Ineligible Costs

Grant funds may not be used for the following costs and are not reimbursable:

- Costs that occur outside of the grant agreement term
- Direct and indirect construction costs
- Direct lobbying: behavior that seeks to influence an elected or public official on an issue, such as passage of a legislative bill
- Indirect costs in excess of the Applicant's federally negotiated rate OR in excess of 30% of total direct costs if the tribe does not have a federally negotiated rate

E. Eligible Project Area

Program activities must be located within the boundaries of the State of California and may apply funds towards activities involving, but not limited to, the following:

- Tribally owned lands, building, or facilities
- Lands over which a tribe exercises jurisdiction, or lands that the Bureau of Indian Affairs holds in trust for tribes
- Public domain allotments
- Lands managed for the benefit of tribes through conservation easements, lease agreements, co-management agreements, or partnership agreements
- Lands that hold cultural relevance or are used for culturally relevant activities (e.g., lands used for prescribed or ceremonial burning). **If any part of the project area is**



not under the jurisdiction or ownership of the tribe, the tribe must submit a letter of support from the land ownership entity demonstrating consent to the tribe's proposed activities.

III. Preparing and Submitting an Application

A. Application Process

Applicants must submit an application electronically by the application deadline. SGC will provide additional information about the application process with the Notice of Funding Availability (NOFA) and application materials.

B. Application Help

SGC will be available to respond to questions and assist tribes as they develop their applications.

Application Office Hours

Tribal Capacity Building Pilot Program staff will offer bi-weekly Application Office Hours on Thursdays from 2:00 p.m. to 3:00 p.m. Pacific. This is a space for prospective applicants to ask questions about program requirements and workshop application concepts. Application Office Hours will start in November 2023 and will continue throughout the application window. The Zoom registration link will be available with the NOFA.

Application Workshop

Tribal Capacity Building Pilot Program staff will hold an optional application workshop via Zoom on November 9, 2023 from 2:00 - 3:00 PM Pacific. The date and Zoom registration link will be available with the NOFA. The recording of the application workshop will be posted on the program webpage after the workshop date.

C. Threshold Criteria

The following threshold criteria must be met in order for an application to be thoroughly reviewed and scored.

General Completeness

- All application materials are submitted and complete
- Requested funding amount falls within the funding award range

Eligible Applicants

- The tribe is listed on the Native American Heritage Commission (NAHC) Contact List per Chapter 905 of the Statutes of 2004 (Pub. Resources Code, § 21073)
- The tribe is federally recognized OR registered with the California Secretary of State as a nonprofit, a for-profit corporation, or a limited liability company if non-federally recognized
- The tribe provides appropriate documentation confirming ability to apply for and receive Tribal Capacity Building Pilot Program funds if awarded (e.g., tribal leadership letter of



authorization, tribal governing body resolution). Applicants are encouraged to engage with their governing body administrative personnel to ensure they will be able to meet this requirement in advance of the application deadline.

Eligible Project Area

The program activities are located within the boundaries of the State of California and follow the requirements listed in *II. Before Applying – E. Eligible Project Area*

D. Application Components and Scoring Criteria

Application Components

To be considered eligible for funding, the application should be fully complete and submitted before the application deadline. The application includes the components listed below.

- **Point of Contact:** Applicants will provide a primary point of contact for SGC staff to communicate with throughout the application process, and at the start of the grant term if awarded.
- **Narrative Responses:** Applicants will respond to a series of questions that offer detailed descriptions of the applicant's vision, capacity building needs, and program activities.
- **Budget & Timeline Worksheet:** Applicants will complete an Excel worksheet that outlines the proposed budget breakdown and timeline.
- **Project Area Map:** Applicants will provide a map that identifies the tribal lands and communities that will be served under this grant.
 - **Landowner letter of support** (if needed): If any part of the project area is not under the jurisdiction or ownership of the tribe, the tribe must submit a letter of support from the land ownership entity demonstrating consent to the tribe's proposed activities.
- **Resolution or Letter of Authorization by the Tribal Government:** Tribes must verify their ability to accept and execute the grant if awarded through either an authorization in the form of a formal letter OR a resolution passed by the tribe's governing body that includes authorization to apply for and accept a Tribal Capacity Building Grant, and authority to execute all related documents if awarded.

Scoring Criteria

The following scoring criteria will be applied at the application stage. The table shows the maximum number of points each component of the application can earn, and the text below describes how each of these components will be evaluated. Additional information on the application process will be provided in the NOFA.

Application Components	Total Points Possible
Introduction & Vision	15
Capacity Building Need	30



Program Activities	20
Budget & Timeline	15
Finalist Interview	20
Full Application Total	80 points
Application & Interview Total	100 points

Introduction & Vision – 15 points

This section should provide readers with an introduction to the tribe and a description of the tribe's vision that communicates a concise set of desired outcomes for the tribe's climate-related work around climate mitigation, adaptation, and resilience. Reviewers will evaluate the extent to which this vision reflects the Tribal Capacity Building Pilot Program objectives with achievable outcomes. This application component will be evaluated by the following criteria:

1. Applicant provides a clear introduction to the tribe, including any relevant background information that will familiarize the reviewer with the tribe. (2 points)
2. Applicant designates a clear point of contact for the program and demonstrates the ability to engage in the day-to-day activities of the program. (3 points)
3. Applicant provides a clear and compelling description of the tribe's vision that communicates a concise set of desired outcomes for the tribe's climate-related work and reflects alignment with the Tribal Capacity Building Pilot Program objectives. (10 points)

Capacity Building Need – 30 points

This section should effectively communicate the capacity building needs of the tribe and demonstrate how the proposed activities would address those needs. The program need should be specific and clearly outline the climate mitigation, adaptation, and resilience needs that necessitate funding to support staff capacity and technical assistance support. This may include climate vulnerabilities, environmental and socio-economic factors, staff capacity limitations, and other considerations that enable reviewers to understand how this pilot program could positively impact the tribe. This application component will be evaluated by the following criteria:

1. Applicant provides a clear description of priority climate, environmental, and socio-economic issues experienced by the tribe. (10 points)
2. Applicant makes a clear case for their capacity building needs and effectively demonstrates their need for participating in the pilot program. Applicant additionally includes how participation in this pilot program would support their capacity building needs. (10 points)
3. Applicant explains how the pilot program will support the tribe in developing long-term capacity to secure funding and implement tribal-led climate action, including anticipated role and inclusion of the TA Provider. (10 points)

SGC intends to fund Tribal Capacity Building Pilot Program awards in a manner that reflects statewide geographic and tribal diversity, inclusive of rural and urban tribes, federally



recognized and non-federally recognized tribes, and a range of climate impacts. Applicants are encouraged to indicate how their application would further this goal.

Program Activities – 20 points

The applicant's proposed activities should reflect and build upon the tribe's vision. Activities should provide more specificity around necessary actions to achieve desired outcomes. Activities should align with overall Tribal Capacity Building Pilot Program objectives: building tribal staff capacity to advance and sustain climate action, securing funding to develop and implement tribal-led climate projects, and enhancing peer learning relationships between tribes. The proposed activities listed here may be changed throughout the grant term based on the needs, gaps, and priorities of the tribe. This application component will be evaluated by the following criteria:

1. Applicant provides a clear description of the three to five proposed activities they plan to focus on throughout the grant term. (5 points)
2. Applicant makes a clear case for how the proposed activities reflect and build upon the tribe's vision for climate-related action. Applicant additionally includes specificity around the necessary actions of the proposed activities and how the activities would achieve desired outcomes. (10 points)
3. Applicant explains how both mandatory and proposed program activities will support the tribe in achieving overall program objectives. (5 points)

Budget & Timeline – 15 points

The budget worksheet should provide reviewers with a clear understanding of how the applicants will allocate time and funding resources. The budget should meet program requirements and present a clear vision for how the tribe will build its staff capacity to participate in the Tribal Capacity Building Pilot Program and to meet the applicant's goals and program objectives. This application component will be evaluated by the following criteria:

4. Applicant provides a completed Excel worksheet that clearly outlines the proposed budget breakdown. (5 points)
5. Budget and budget justification demonstrate meaningful costs that are well-aligned with proposed activities and correspond to Tribal Capacity Building Pilot Program objectives and goals. Sufficient funding has been allocated to ensure effective implementation. (5 points)
6. Applicant includes a reasonable timeline for their proposed activities, including hiring new staff, and demonstrates the tribe has a process in place to efficiently bring staff on board. (5 points)

Finalist Interview – 20 points

Top-scoring finalists will be invited to a 1-hour interview with SGC staff and an interagency review panel. These interviews enable reviewers to ask clarifying questions and dig deeper into the applications. Applicants will receive up to 20 additional points from the interview portion in addition to the 80 base points available from the rest of the application components. Applicants are encouraged to include as many tribal staff, members, or

leadership as they would like in the interview in order to introduce the tribe, describe proposed activities, and convey the tribe's commitment to implementing tribal-led climate solutions through this grant. Interview responses will be assessed to the degree Applicant's responses:

1. Present a clear vision of the tribe's desired outcomes for the tribe's climate-related work. (5 points)
2. Articulate the tribe's capacity building needs and how participating in the pilot program will support current needs and develop long-term capacity to secure funding and implement tribal-led climate action. (5 points)
3. Describe the tribe's proposed activities and articulate how they will build upon the tribe's vision and desired outcomes. (5 points)
4. Articulate the tribe's plan for hiring new staff and ability to participate in program activities before new staff are hired. (5 points)

IV. After Applying

A. Confirmation of Application Submission

After the application deadline, staff will conduct a completeness check of application materials. Applicants missing application information will be notified by Tribal Capacity Building Pilot Program staff. If applicants are contacted because of missing information, the applicant will have two (2) business days to provide the missing information, otherwise the application will be deemed incomplete. Note that this process does not act as a deadline extension. Applicants should submit complete application packets. Evidence of purposeful submission of an incomplete application to acquire more time will result in disqualification of the application.

A participating applicant may request to change or withdraw an application before the deadline by emailing Tribal Capacity Building Pilot Program staff. More details about this will be provided in the NOFA.

B. Public Records Act

All applications and submitted materials are subject to the California Public Records Act (GC § 6250) requirements and certain information may be publicly disclosed under those requirements. Materials will remain confidential through the evaluation process, after the application is submitted. However, all submitted documents may be made publicly available after SGC posts the awards or the solicitation is cancelled.

CONFIDENTIALITY OF TRIBAL DATA

Tribal data and Traditional Ecological Knowledge may be excluded from all project deliverables to protect confidentiality. SGC will work with the grantee to ensure a clear process for excluding confidential tribal data from all program materials.



C. Application Review Process and Scoring

After the submission due date, SGC and an interagency review panel will review and score the applications submitted. Top-scoring applicants will be invited to a 1-hour interview with SGC and an interagency review panel, where scores from the interview will be added to the total and final score. SGC staff will recommend awards to the four to six top-scoring applications.

D. Unselected Applicants

If your application is not selected, Tribal Capacity Building Pilot Program staff will be available to provide application debrief meetings. If another grant program may be a better fit for your tribe, Tribal Capacity Building Pilot Program staff will try to direct your application accordingly.

V. Awarded Applications

This section outlines elements of the Tribal Capacity Building Pilot Program that grantees should expect to meet.

A. Grant Agreement and Administration

Applicants are responsible for carefully reading these guidelines, asking appropriate questions promptly, and drafting and submitting their applications consistent with these guidelines. Grantees will commit to implementing their program activities as described in their application as a part of a grant agreement. The final grant agreement will reference these guidelines. SGC will send the agreement, including the general Terms and Conditions and any additional terms and conditions, to the grantee to review, approve, and sign. SGC reserves the right to negotiate with grantees to change the grant scope, the level of funding, or both.

SGC, through its programs, is dedicated to transparency and compliance with state auditing requirements and applicable records retention/disclosure rules. Applicants should expect that grant agreements will reflect consistency with these standards and ensure compliance with applicable rules and requirements.

Grant agreements will be executed between SGC and the tribe only. SGC will not require a waiver of sovereign immunity from federally recognized tribes. The tribe will be responsible for compiling and submitting all advanced payment or reimbursement requests, invoices, and reporting documents for themselves. Upon receipt of appropriate documentation, funds will be paid to the tribe, who will be responsible for dispersing payment to any sub-grantees, as approved by SGC. The grant agreement is considered fully executed once the tribe and SGC's authorized signatories sign the agreement. Once the grant agreement is fully executed, SGC will issue a Notice to Proceed, and then work can begin. Grantees cannot request advanced payment or reimbursement for any costs incurred or work completed before grant execution.



B. Disbursement and Reporting

Advanced Payment

SGC has statutory authority to offer advanced payment to grantees that are registered as 501(c)(3) nonprofit organizations in accordance with [AB 590](#) (Hart, 2023). Advanced payments can total up to 25% of the full grant award. At this time, SGC is only able to provide advanced payment to 501(c)(3) nonprofit grantees of the Tribal Capacity Building Pilot Program.

To receive advanced payment, the grantee must demonstrate its current status in good standing as an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. Advanced payments must be deposited into a federally insured account.

Reimbursement

Grant funds will be disbursed to the grantee through a reimbursement method. SGC will work with grantees to determine the invoicing frequency (monthly, quarterly, etc.) that works best for them. Per the Prompt Payment Act, SGC is required to pay properly submitted, undisputed invoices within 45 calendar days of the initial receipt.

Reporting

SGC will provide templates for the reporting and invoice forms. These documents are required to record the project's expenditures and assess general progress on deliverables. Scheduling of grantee check-in meetings will align with the invoicing frequency. During each check-in meeting, Tribal Capacity Building Pilot Program staff will take notes on accomplishments, challenges, and learnings to help capture emerging trends, best practices, opportunities for greater support, and success stories. Grantees must also submit a Final Report as outlined in *II. Before Applying – C. Project Deliverables*.

Applicable project reporting requirements of the California Air Resources Board's (CARB) [Funding Guidelines for Agencies that Administer California Climate Investments](#) must also be met. SGC will collaborate with CARB to develop refined metrics and consistent methodologies for quantifying estimated greenhouse gas (GHG) reductions and other economic, environmental, and public health benefits, as required by California Climate Investments. SGC will use these methodologies to report GHG emission reductions and other co-benefits to CARB. These may include but are not limited to: Project metrics; the duration over which the grantee will track Project metrics; frequency of reporting; the format grantee will use to report; Project profile information; Project benefit information; and information related to Priority Population benefits. SGC will work closely with grantees and the TA providers to minimize reporting burden and provide clear templates, timelines, and instructions to complete any necessary reporting while minimizing workload.

California Climate Investments programs are required to meet minimum levels of investments to projects that benefit residents of disadvantaged communities, low-income Communities, and low-income households, collectively referred to as "[priority populations](#)". The Tribal Capacity Building Pilot Program is funded through the Affordable Housing and Sustainable Communities (AHSC) Program's continuous appropriation and contributes to



the AHSC Program's overall priority population funding targets of 75%. To count toward statutory investment minimums, administering agencies must determine if a project meets the criteria for providing direct, meaningful, and assured benefits to priority populations by identifying that a project is located within a census tract identified as a disadvantaged community or low-income community, or directly benefits residents of a low-income household; that the project meaningfully addresses an important need; and that the project directly addresses the identified need. SGC will use the Priority Populations Map to determine geographic eligibility and will use a Benefit Criteria Table to determine if investments have a direct benefit to priority populations.

C. Implementation Technical Assistance

Third-Party Support

As a capacity building grant program, the Tribal Capacity Building Pilot Program will have a third-party TA Provider that will provide no-cost, flexible capacity building support and technical assistance services that will respond to each tribe's needs and requests. The TA Provider will deliver regular and tailored support to each tribe, focused on developing an Action Plan that will outline the tribe's capacity building plan and implementation strategy, facilitating all meetings and statewide evaluation, and fostering peer learning.

Reporting Technical Assistance

Grantees will receive assistance with the reporting components of their Tribal Capacity Building Pilot Program activities, including development of the capacity building plan and implementation strategy and tracking and compiling data for the Quarterly and Final Reports.

Peer Learning

SGC and the TA Provider will host quarterly peer learning sessions.

Tribal Capacity Building Pilot Program Staff Support

Tribal Capacity Building Pilot Program staff will provide additional technical assistance to tribes. This includes support with administrative requirements, strengthening staff capacity to integrate program activities, identifying funding opportunities, and building relationships with state agencies.

VI. Appendix

Appendix A: Glossary of Terms

Applicant – The tribe applying for the pilot program.

Application – A submittal comprised of responses and supporting documents to apply for the grant.

Awarded – The stage at which SGC selects applicants to enter into grant agreements for funding to implement projects (e.g., executed a grant agreement with a grantee; transferred funds to another agency or program administrator).



California Native American Tribe – Native American tribes on the California Tribal Consultation List that the Native American Heritage Commission (NAHC) maintains per Chapter 905 of the Statutes of 2004 (Pub. Resources Code, § 21073).

Capacity Building – The process of strengthening local coordination, knowledge, skills, expertise, and access to resources in vulnerable communities to help develop or increase the ability of that community to independently compete for grants and implement projects in the future. Capacity building activities include, but are not limited to, identifying and planning for needed climate change mitigation and adaptation projects in a given region and identifying the tools and resources needed to successfully access, apply for, and receive grant funding.

Climate Adaptation – Adjustment in natural or human systems to a new or changing environment. Adaptation to climate change refers to adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities.

Climate Mitigation – A human intervention to reduce the human impact on the climate system; it includes strategies to reduce greenhouse gas sources and emissions and enhance greenhouse gas sinks.

Climate Resilience – The capacity of any entity – an individual, a community, an organization, or a natural system – to prepare for disruptions, recover from shocks and stresses, and adapt and grow from a disruptive experience.

Direct Costs – Costs directly tied to the implementation of the Tribal Capacity Building grant, including, but not limited to personnel costs, travel expenses, etc.

Grant Agreement – Arrangement between the state and grantee specifying the payment of funds to be used for grants by the state for the performance of specific Tribal Capacity Building Pilot Program objectives within a specific grant performance period by the grantee.

Grantee – Designated tribe that has an agreement for grant funding with the state.

Indirect Costs – Indirect costs represent the expenses of doing business that are not readily identified with a particular grant activity but are necessary for the general operation of the organization. These are costs incurred by the Grantee to administer the grant, or costs incurred by subgrantees to perform the tasks necessary to fulfill the grant requirements.

Interagency Review Panel – The panel responsible for reviewing and scoring Tribal Capacity Building Pilot Program applications; will be comprised of various state agency partners.

Nonprofit Organization – Any nonprofit corporation qualified to do business in California and qualified pursuant to subdivision (c)(3) under Section 501 of the Internal Revenue Code.

Peer Learning – The transfer of knowledge, skills, and experience between entities in facilitated training and network sessions.

Program Objectives – Statements that describe the desired outcomes of the pilot program.



Technical Assistance – The process of providing targeted support to a tribe with a specific need or problem, which is typically delivered over an extended period of time through services offering necessary education and resources.

Third-Party Technical Assistance Provider – Selected by SGC, this entity is a technical assistance team that will support tribes throughout the grant term by providing services responsive to each tribe's needs and requests.

Traditional Ecological Knowledge – Although it is common to refer to "traditional knowledge(s)" as individual pieces of information, this term also refers to traditional "knowledge systems" (TKs) that are deeply embedded in indigenous ways of life. These guidelines use the phrase "traditional knowledges" deliberately in plural form to emphasize that there are diverse forms of traditional knowledge and knowledge systems that must be recognized as unique to each tribe and knowledge holder because knowledges are emergent from the symbiotic relationship of indigenous peoples and places – a nature-culture nexus.

==== END OF DOCUMENT ===

