



MONTANA OFFICE OF TOURISM AND BUSINESS DEVELOPMENT DIVISION

## INDIAN COUNTRY ECONOMIC DEVELOPMENT (ICED) PROGRAM

2018-2019 BIENNIAL APPLICATION GUIDELINES FOR:

### INDIAN EQUITY FUND (IEF) SMALL BUSINESS GRANTS

(FY 2018 July 1, 2017- September 29, 2017)

(FY 2019 July 2018- September 2018)

### TRIBAL BUSINESS PLANNING GRANTS

(FY 2018 July 1, 2017- September 29, 2017)

(FY 2019 July 2018- September 2018)

### NATIVE AMERICAN BUSINESS ADVISOR (NABA) PROGRAM

(FYs 2018: May 19, 2017- June 30, 2017)

(FY 2019: June - July 2018)

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## I. ABOUT THE PROGRAM

The Indian Country Economic Development (ICED) program, created by the 59<sup>th</sup> Montana State Legislature, is a State-funded program administered by the Montana Department of Commerce. Since October 2005, the State Legislature has made a restricted biennial appropriation of One-Time-Only (OTO) grant funds to be made available to Montana’s tribal nations and tribal businesses for business development activities. In the 65<sup>th</sup> legislative session, \$1.6 M in funding for the ICED program was approved as part of House Bill 2, state special revenue, and signed into law by Governor Bullock in May 2017.

The family of programs funded under the ICED program (Tribal Business Planning Grant, Indian Equity Fund (IEF) Small Business Grant, and Native American Business Advisors (NABA) allow the Office of Indian Country Economic Development of the Department of Commerce to continue to articulate measurable successes of the program to tribal communities, the administration, and to the elected leadership.

## II. PROGRAM CALENDAR FY 2019

Following is an updated chart of proposed activities and deadlines for fiscal year 2019 for OICED funded programs:

ENTITY	JUN 2018	JUL 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019
NATIVE AMERICAN BUSINESS ADVISOR (NABA) GRANT	NABA application period (through July)	NABA application period (through July)	IEF application assistance	IEF application assistance	NABA capacity building activities for FY 2019							Fiscal year end 2019 Progress Report & Final Draw
		IEF application assistance			Progress Report FY 2019							
		Grant Review/ Award & Contracting										
INDIAN EQUITY FUND (IEF) GRANT		Indian Equity Fund grant application periods: FY 2019: JUL- SEP	Indian Equity Fund grant application periods: FY 2019: JUL- SEP	Indian Equity Fund grant application periods: FY 2019: JUL- SEP	Local Review	State Review		Awards & Contracting				Fiscal year end 2019 Progress Report & Final Draw
TRIBAL BUSINESS PLANNING GRANT*		Tribal business planning grant application period	Tribal business planning grant application period	Tribal business planning grant application period	Grant Review (or earlier depending on application date)	Awards & contracting			Midterm Report			Fiscal year end 2019 Progress Report & Final Draw
*Early application to the Tribal Business Planning Grant is encouraged to maximize the amount of time available to complete project activities.												

### III. NATIVE AMERICAN BUSINESS ADVISORS (NABA)

#### A. SUMMARY

The Native American Business Advisors (NABAs) Grant is a fund to support the activities of Native American community-based organizations, tribal colleges, and tribal government organizations that support private sector business development on reservations and in tribal communities. These entities offer business counseling and credit counseling, and application support to Native American businesses in Montana. The NABAs are a key community asset necessary in the development and success of Native American businesses. To develop this asset, the Program is focused on increasing the technical capacity of the NABA network such as assisting individuals in business start-up, marketing, utilization of business resources, and commercial loan application assistance. Additionally, NABAs will also provide more robust application assistance to the Indian Equity Fund Small Business Grant applicants. A total of \$15,000 per year is available to fund up to eight NABA applications in each of tribal nation areas.

Eligible applicants include local Native American development organizations that have offered technical assistance services to pre-venture and established Native American businesses in Montana. Additionally, those organizations that have been awarded NABA grants in the past should either demonstrate a history of submitting timely reports and meeting required performance targets or should provide a detailed plan demonstrating a commitment to meeting reporting, capacity building, and performance targets.

Organizations that are awarded a NABA grant for fiscal year 2018 and meet both performance and reporting requirements for fiscal year 2018 will be eligible to renew their grant for fiscal year 2019 without submitting a new application for an additional \$15,000. NABA contracts that do not meet reporting or performance requirements can be terminated within 30 days of notice if corrective action is not taken. If contracts are terminated and/or funds are returned, they can be awarded to contracted NABA organizations with an expanded scope of work.

#### B. REQUIRED NABA ACTIVITIES

The NABA organizations are tasked with completing the following activity requirements:

- **BUSINESS COUNSELING SERVICES-** assist applicants in creating, writing, and implementing a business plan, establishing product or service cost structures, assisting with market analysis and feasibility resources, establishing realistic financial projections, or providing marketing and sales instruction and information.  
Note: NABAs should establish regular times to which they are available and can

schedule business counseling and Indian Equity Fund Small Business application assistance.

- **INDIAN EQUITY FUND SMALL BUSINESS GRANT APPLICATION TECHNICAL ASSISTANCE-** assist a minimum of 12 Native American businesses with developing and submitting quality applications via the Submittable™ online platform to the Indian Equity Fund Small Business Grant program for fiscal year 2018 and 2019 funding. A minimum of six (6) businesses should be targeted for submission each fiscal year.
- **COMMERCIAL LOAN APPLICATION ASSISTANCE-** assist Native American businesses (where applicable) with developing and submitting a commercial loan application such as those submitted to a community bank, a community-based lender, tribal loan program, or program such as USDA.
- **ASSOCIATION OF ACCREDITED SMALL BUSINESS CONSULTANTS (AASBC) CERTIFICATION-** participating organizations will need to have at least one staff test and become certified as an Accredited Small Business Consultant™. Organizations will be responsible for maintaining or expanding staff accreditation during fiscal years 2018 and 2019.
- **IEF & SUBMITTABLE™ APPLICATION TRAINING-** for those grantees not familiar with the online Submittable™ application platform, they will need to schedule a one-on-one webinar or onsite visit to complete a hands-on training by mid July 2017.
- **CAPACITY BUILDING ACTIVITIES-** each organization must propose additional activities to enhance their services to their communities. Activities can be fiscal year specific or can be spread across both fiscal years.
- **CULTURAL HERITAGE TOURISM CERTIFICATION-** for those NABAs who would like to increase their organization capacity to:
  - expand their organization's understanding of trends in cultural heritage and native tourism,
  - learn best options and approaches for managing tourism at the community level
  - understand how to conduct a comprehensive tourism assessment and evaluate the potential of cultural heritage tourism for your community, or
  - gain tools needed to introduce cultural heritage tourism to your community and to plans for its adoption and growth

An online George Washington University International Institute of Tourism Studies training is available **October 1- November 14, 2018** at a cost of \$2,775. The cost of 6-8 hours of additional staff time per week (training is 6 weeks) to participate in the training can be added into the budget. Registration deadline is September 21, 2018 and can be completed online at:

<http://www.cvent.com/events/professional-certificate-in-cultural-heritage-tourism/event-summary-1d94b0b9c65847dcb47296db0b7a0818.aspx>.

- **CREDIT COUNSELING SERVICES-** provide training (where applicable) for individuals to strengthen their financial management skills such as developing and utilizing a budget, understanding and establishing creditworthiness and accessing credit.
- **SITE VISITS-** organizations may be requested to host site visits and organize Indian Equity Fund business site visits in fall and spring 2018 and 2019. (See the program calendar section for more details.)
- **NABA RECAP-** grantees may be requested to provide feedback near the end of the grant period to debrief fiscal year 2018 and 2019 activities and to strategize for future NABA initiatives based on business community needs.

### C. FUNDING AVAILABILITY

A yearly amount of \$15,000 is available for the NABA grants for the following activities:

- \$4,000 for providing business technical assistance services.
- \$3,000 (\$500 per application) for providing technical assistance services to help businesses develop and submit quality Small Business Grant applications to the Program. A minimum of 6 quality IEF Small Business Grant applications submitted for consideration are recommended to access the total \$3,000.
- \$8,000 in funds is available to the NABAs to increase the capacity of the organization to provide more robust business technical assistance and credit education services to their reservation communities and to attend required trainings or convening of NABAs.

### D. DISBURSEMENT OF FUNDS

The Department requires approved documentation verifying eligible costs incurred by the grantee. The Department reserves the right to request further documentation in a particular case when, in the exercise of its judgment, such documentation is needed to confirm performance. For payment, the basic documentation typically includes:

1. A Fully Executed Contract
2. Designation of Depository Form (*only required for new accounts or new grantees*)
3. Signature Certification Form (*only required for new signatories or new grantees*)
4. Request for Payment Form

### E. PAYMENT SCHEDULE

Payment for approved expenses under the contract will be paid typically following the disbursement schedule listed below. For an award of \$15,000/ fiscal year (\$30,000 over the 2018-2019 biennium) the schedule of payments would be as follows:

	JULY 2018 & 2019  (Initial Drawdown)	NOVEMBER 2018 & 2019  (Midterm Progress Report)	MAY 2018 & 2019  (FY end 2018 Report)
2017	\$4,000	\$3,000 or \$500/IEF application (up to 6 applications) and submission of midterm progress report	\$8,000 upon submission of FYE 2018 report
2018	\$4,000	\$3,000 or \$500/IEF application (up to 6 applications) and submission of midterm progress report	\$8,000 upon submission of final report

**FISCAL YEAR 2018 PROPOSED PAYMENT SCHEDULE:**

**1. Initial FY 2018 Payment Request:**

- a. Can be submitted July 2017,
- b. *Request for Payment Form* for \$4,000 for baseline technical assistance services in FY 2018,
- c. Designation of Depository Form (only required for new accounts or new grantees), and
- d. Signature Certification Form (only required for new signatories or new grantees).
- e. Once the contract is fully executed by all parties, this initial drawdown request will be processed for payment.

**2. Midterm FY 2018 Payment Request:**

- a. Can be submitted November 2017,
- b. *Request for Payment Form* up to \$3,000 can be reimbursed for assisting a minimum of 6 Indian Equity Fund Small Business Grant applicants during FY 2018, and
- c. *Midterm Progress Report* with evidence of Indian Equity Fund assistance.

**3. FYE (Fiscal Year End) 2018 Payment Request:**

- a. Can be submitted May 2018,
- b. *Request for Payment Form* for up to \$8,000 can be requested for completion of additional capacity building activities, travel, and administrative costs as budgeted, and
- c. *FYE 2018 Report* with evidence of completed capacity building activities, travel, and administrative costs.

**FISCAL YEAR 2018 PROPOSED PAYMENT SCHEDULE:**

- 4. Initial FY 2019 Payment Request (\$4,000) for baseline technical assistance services can be submitted with the *Application* and *Request for Payment Form*.
- 5. Midterm FY 2019 Payment Request (up to \$3,000) for Indian Equity Fund application assistance:
  - a. Can be requested once the Indian Equity Fund application period has ended with a *Request for Payment Form* and *Midterm Progress Report*.
  - b. *Request for Payment Form* up to \$3,000 can be reimbursed for assisting
- 6. FY 2019 Final Report Payment Request (\$8,000) for capacity building activities can be submitted with a *Request for Payment Form* and *Final Report*.

**F. REPORTING REQUIREMENTS**

During the contract term, the grantee must report on Program funds and activities as follows:

- 1. **FY 2018 MIDTERM PROGRESS REPORT:** By November 30, 2017, the grantee will submit a Midterm Progress Report for approval by the Program. The FY2018 Midterm Report will describe the total costs incurred for the project to date, summarize required baseline and capacity building activities on a monthly basis, identify the six (6) Indian Equity Fund applicants assisted for the FY 2018 Indian Equity Fund grant process, identify a success story, identify significant problems encountered in carrying out the services, and provide the Program documentation of completion of the Association of Accredited Small Business Consultants (AASBC) testing and certification. Within 30 days of approving the FY2018 Midterm Report, the Program will review and process any payment requests for activities completed to date.
- 2. **FYE (FISCAL YEAR END) 2018 REPORT:** By May 31, 2018, the grantee will submit a FYE 2018 Report for approval by the Program. The YE 2018 Report will describe the total costs incurred for the project to date, summarize required baseline and capacity building activities on a monthly basis, identify any Indian Equity Fund applicants assisted for the upcoming FY 2019 Indian Equity Fund grant

process, identify a success story, and identify any significant problems encountered in carrying out the services. Within 30 days of approving the FYE 2018 Report the Program will review and process any payment requests for activities completed to date.

3. **FY 2019 MIDTERM PROGRESS REPORT:** Once the Indian Equity Fund application period has ended, the grantee can submit a Midterm Progress Report for approval by the Program. The FY2019 Midterm Report will typically describe the total costs incurred for the project to date, summarize the baseline and capacity building activities on a monthly basis, identify the six (6) Indian Equity Fund applicants assisted for the FY 2019 Indian Equity Fund grant process, identify a success story, and identify significant problems encountered in carrying out the services.
4. **FY 2019 FINAL REPORT:** The grantee will submit a FY 2019 Final Report in spring 2019 for approval by the Program. The Final Report will aggregate and describe the total costs incurred for the project, summarize activities and clients on a monthly basis, identify significant problems encountered in carrying out the baseline technical assistance services and capacity building activities, summarize Indian Equity Fund application assistance, and provide any Program recommendations. Final payment must be processed by June 30, 2019.
5. **CLOSEOUT CERTIFICATION FORM:** This form will be sent out after Final Project and final payment requests have been processed. This form needs to be signed by the Chief Executive Officer, College President, or Executive Director. It certifies that activities undertaken by the grantee with grant funds have been carried out according to the contract and removes the contract from the ICED program's grant line item. The grantee is required to maintain all grant contract related information for five years from the date of the Closeout Certification Form.

## G. PROGRAM CONTACT

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## IV. INDIAN EQUITY FUND (IEF) SMALL BUSINESS GRANTS

### A. SUMMARY

The Indian Equity Fund Small Business Grant is a grant to assist a start-up or expanding Native American business in Montana. This money can be used for a variety of activities such as the purchase of new equipment or the development of a new product line. A total of \$320,000 is available to fund Native American business applications in Montana.

### B. ELIGIBLE APPLICANTS

The funds are available to enrolled members of Montana's federally recognized tribes in Montana and to enrolled members of the Little Shell Tribe residing in Montana. All applications must include documentation of tribal enrollment in the form of a Certified Indian Blood (CIB) Form or tribal ID. An application will be considered incomplete without this information.

### C. INELGIBLE APPLICANTS

Any applicant or business in Montana that is debarred, suspended, proposed for debarment, or declared as ineligible to receive State of Montana funds is ineligible to receive these grant funds.

Additionally, any applicant under a garnishment order at the time of application from the Montana Department of Revenue for monies owed to the State of Montana is an ineligible recipient of funds. Examples of garnishment include taxes owed to the State, child support payments that are past due and funds owed the university system.

### D. FUNDING AVAILABILITY

Applications will be accepted on an open cycle basis following the proposed schedule below:

**FY 2018:** July 1, 2017 to September 29, 2017

**FY 2019:** July 2018 - September 2018

Applicants can request a maximum of \$14,000 and must demonstrate a reasonable justification for the use of funds. (Please round request to the nearest \$100 increment.) Award amounts are at the discretion of the Review Committee. Applicants are encouraged to only apply for what they need so that grant dollars can be distributed across as many businesses as possible.

## E. ELIGIBLE ACTIVITIES

Funds can be used for a variety of business activities usually funded by a commercial lender. These activities may include but are not limited to:

- Purchase of land, building and equipment.
- Purchase of assets including furnishings, equipment and technology.
- Selected use of working capital for business operations. A very strong case must be made to utilize funds for working capital.

Existing business owners must show how the funding will support growth in their business either through the development of a new product or service with the existing business strategy.

## F. INELIGIBLE ACTIVITIES

The following activity will not be funded:

- Reimbursement for activities completed prior to receipt of application.
- Reimbursement for activities not related to business start-up or expansion
- Duplicative reimbursement for activities receiving funding for the same services, equipment, or improvements through any other local, state, or federal grant or funding program, except as necessary to fully fund the project.

## G. MATCH REQUIREMENT

The requested grant funds require a minimum of dollar to dollar cash or in-kind match (\$1:\$1) and be firmly committed and documented in the application. Documentation of match will be required prior to the release of funds. Cash match may include collateral such as cash or loan proceeds from a tribal loan fund, a micro loan program, or a commercial lender. In-kind match may include inventory, supplies, equipment, tools or vehicles that are part of the activity of the business.

## H. HOW TO APPLY

Individuals can submit applications on their own or utilize a Native American Business Advisor (NABA) to assist them with their application. Applications must be completed online through the Submittable™ application platform located at <https://montanadeptofcommerce.submittable.com/submit>. First time applicants will be required to create a Submittable™ profile which requires a valid email account.

Applications considered incomplete or ineligible can be re-opened for editing and negotiated from the Program back to the applicant through Submittable™. Applicants are encouraged to apply early so that they can make any necessary adjustments or changes before the deadline to make their application competitive.

It is essential that business owners understand their business. Native American Business Advisors NABAs are available on each reservation and to Little Shell tribal members to provide business counseling and assistance with the various aspects of the application such as marketing and development of cash flows and financial information. NABAs may assist in application preparation and are trained in the Submittable™ online application submission process. A list of NABA organizations is located at <http://marketmt.com/ICP/ICED/NABA>. Additionally, the Small Business Development Centers (SBDC) Network is located throughout the state and can provide business counseling services. A map of SBDC host organizations is located at <http://sbdc.mt.gov/About/Locations>.

Receipt of an application does not imply a commitment for funding from the Montana Department of Commerce (MDOC). Applications will be reviewed for eligibility and suitability with state and program requirements. Applications will be reviewed by a Local Review Committee where possible and a State Review Committee.

## I. APPLICATION REVIEW PROCESS

1. **RECEIPT OF APPLICATION-** Once submitted each application is assessed for completeness and clarity by the Program. Applications that are incomplete or lack clarity can be opened for editing to the applicant if submitted prior to the deadline. As needed, the Program will provide the NABA contact information in the applicant's community as a resource. The Program coordinates the application review and ranking timeline at the local and state levels.
2. **REVIEW** – The Review Committee makes funding recommendations to the Montana Department of Commerce Director who makes the final funding decision.

## J. APPLICATION REVIEW CRITERIA

The following criteria will be used to evaluate the proposals for potential funding:

1. **APPLICATION QUALITY-** Is the application complete, clear and logical, proofread for spelling, and/or mathematical errors?
2. **APPLICATION PROJECT REQUIREMENTS-** It is critical that the reviewers have a clear understanding of how the grant funds will be used. Did the application include a listing of all of the assets of the business? This will tell us your current capacity. Did the application show in detail the use of the grant funds? This will tell the reviewers how these assets will help your business start or expand. When necessary was documentation of use of funds shown such as price quotes, equipment or inventory to be purchased, photos of facilities to be upgraded or other documentation that will provide support for a quality application. Did the cash flow projections reflect the use of funds? This will show how your use of project funds will impact your sales, expenses and if you will have positive cash flow at the end of a year. Does the application have a written project narrative that reflects the

use of the grant funds? The written narrative and the cash flow projections (narrative in dollars) should describe the same project development.

3. **APPLICANT BUSINESS EXPERIENCE-** Does the applicant have experience in the business that is proposed in the application? If the applicant doesn't have experience, has the applicant demonstrated in the application that they have the capacity to endure a business start-up and make sustainable business decisions?
4. **FINANCIAL PROJECTIONS-** Are the cash flow projections convincing and understandable? For established businesses, have the most current financials been provided and explained?
5. **OPERATIONS-** Are the operational aspects (partners, suppliers, production costs, key resources, and pricing structure) of the business identified in the application?
6. **MARKETING PLAN-** What are the products and services that the value proposition is built around? Who is the target market and customer segment? How do the target market and the value proposition match?
7. **MATCH QUALITY-** Is the match business or farm machinery, equipment, furniture, or fixtures? Is the match land/buildings, inventory, accounts receivable, or other assets dedicated to the business? What is the market value, unpaid balance and depreciated cost of these items? If using a vehicle as match, equity must be documented. For example, if a business vehicle has a Kelly Blue Book value of \$18,000 and the applicant has an unpaid balance of \$12,000, then the in-kind match of the vehicle is \$6,000.
8. **FINANCIAL NEED-** The fund is designed to assist the new business start-up and or the growing small business that demonstrates a financial need in their application.
9. **PREVIOUS RECIPIENTS-** An applicant that has previously received an Indian Equity Fund Small Business Grant will rank less competitively than other applicants who have not received a previous award. In addition, an applicant who was a previous recipient must provide a status update of the business and meet one of the below criteria in their application:
  - New technology;
  - A new product or line of products; or
  - A new service or services.

## K. ADDITIONAL RESOURCES

1. **TOURISM-RELATED APPLICATIONS-** Applications from grantees who are considering a tourism business or growing their tourism business are welcome and encouraged. Applicants are encouraged to:
  - a) **Review helpful information on [National Guidelines: Indigenous Cultural Experiences](#)** (produced by the Indigenous Tourism Association of Canada). These guidelines can be accessed in the hyperlinked name above or at

<https://indigenoustourism.ca/corporate/wp-content/uploads/2017/11/ITAC-Indigenous-Cultural-Experiences-Guide-web.pdf>.

- b) Submit a business listing for inclusion on the **visitmt.com** website: <https://www.visitmt.com/places-to-go/indian-country.html>. Contact the Tribal Tourism Officer, Carla Lott at [doctribal@mt.gov](mailto:doctribal@mt.gov) or at (406) 841-2734 for assistance.
  - c) [Review Linking Communities, Tourism & Conservation: A Tourism Assessment Process](#) (George Washington University)
  - d) **Access additional tourism tools and business development resources** for cultural heritage tourism, assessment and development, destination management, community-based tourism, customer relations for the hospitality industry, and best practices in event management can be accessed by contacting the Tribal Tourism Officer, Carla Lott at [doctribal@mt.gov](mailto:doctribal@mt.gov) or at (406) 841-2734.
2. **NATIVE AMERICAN MADE IN MONTANA**- Applicants who are ‘producers’ (creating or adding value to a product that is made, grown, or enhanced in the state of Montana with the end product being worth 50% or more in added value) are eligible to register with the [Made in Montana Program](#). Those producers that are enrolled members of tribes in Montana are eligible to register products as Native American Made in Montana. There is no cost to this registration and can be done online at <https://app.mt.gov/madeinmontana/BusinessType/Create?ReturnUrl=%2fmadeinmontana%2fbusinesstype%2fcreate> or by registering with a fillable form [http://madeinmontanausa.com/Portals/184/shared/Current\\_New\\_Member\\_Signup%203-27-17%20fillable.pdf](http://madeinmontanausa.com/Portals/184/shared/Current_New_Member_Signup%203-27-17%20fillable.pdf). Additional information can be obtained by contacting the program at (406) 841-2757 or by email at [madeinmontana@mt.gov](mailto:madeinmontana@mt.gov).

## L. GRANT NOTIFICATION AND CONTRACT

Applications will be reviewed during the months of October and November (for both FY 2018 and 2019 grant periods). Recommendations are forwarded to the Director for final funding approval. This process can take anywhere from 30 to 60 days. The Program is aiming to notify applicants of funding decisions by the end of December (for both FY 2018 and 2019 grant periods). Once applicants have been notified of funding decisions, those applications awarded funding will begin the contracting process initiated by the Department.

## M. DISBURSEMENT OF FUNDS

Grant funds are paid on a reimbursement basis. No funds are paid directly, up-front to Indian Equity Fund grantees. Grant funds are intended to be expended within one year of award. Grant funds can be dispersed for the grantees use in one of three common ways:

1. Grant funds are reimbursed to the grantee with the submission of:

- a) a W-9,
  - b) banking information, and
  - c) receipts for reimbursement,
2. Grant funds are paid on behalf of the grantee to a vendor with the submission of:
- a) a W-9 from the vendor and the grantee,
  - b) banking information for the vendor, and
  - c) an invoice or quote from the vendor with the grantee's name and contract number,
3. Grant funds can also be paid to a vendor on behalf of a grantee by the use of a state procurement credit card with the submission of vendor contact information for the Program to coordinate either an over-the-phone or online purchase.
4. In the rare case of an award for working capital, the program will determine with the applicant how to proceed with establishing access to this working capital.

## N. REPORTING REQUIREMENTS

**FINAL REPORT AND SURVEY** - The Grantee will be requested to complete a Final Report at the end of the contract prior to the closing of the contract. In addition, the Grantee may be surveyed after the contract period to obtain follow-on information regarding the impact of the grant on their business.

## O. PROGRAM CONTACT

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## V. TRIBAL BUSINESS PLANNING GRANTS (TBPG)

### A. SUMMARY

The Tribal Business Planning Grants (TBPG) portion of the Indian Country Economic Development Program funding is intended to assist tribal governments in deploying comprehensive business planning strategies and activities.

### B. ELIGIBLE APPLICANTS

The governing bodies of each of Montana's eight tribal governments are the only eligible applicants for this portion of the Program.

## C. FUNDING AVAILABILITY

A maximum of \$28,000 per governing body per fiscal year will be available in fiscal years 2018 and 2019.

Applications will be accepted on an open cycle basis following the proposed schedule below:

**FY 2018:** July 1, 2017 to September 29, 2017

**FY 2019:** July 2018 - September 2018

The Department retains sole and broad discretion over the use of any funds not applied for by an eligible governing body by September 29, 2017 (for fiscal year 2018) and by September 28, 2018 (for fiscal year 2019).

## D. ELIGIBLE ACTIVITIES

Eligible activities include the following activities evidenced by tangible deliverables (i.e. ordinances, codes, business planning, study, and analysis documents, etc.):

- Business plan development
- Market analysis
- Feasibility study
- Physical business infrastructure planning, such as zoning
- Legal and financial codification or ordinances benefitting business(es)

TBPG funds can be used to match other funding sources in the above areas as long as the funding is not duplicative (see ineligible activities below).

## E. INELIGIBLE ACTIVITIES

The following activities will not be funded:

- Operation and maintenance costs or expenses;
- Financial expenses, included but not limited to interest expense, bond issuance costs, or any other debt-related costs or expenses;
- Reimbursement for activities completed prior to application;
- Reimbursement for activities not related to business planning;
- Duplicative reimbursement for activities receiving funding for the same services, equipment, or improvements through any other local, state, or federal grant or funding program, except as necessary to fully fund the project; or
- Projects whose primary development will be a casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

## F. HOW TO APPLY

Applications will be accepted online through the Submittable™ application platform <https://montanadeptofcommerce.submittable.com/submit>. Applications should include complete information or uploaded documents in the following sections:

- **APPLICATION (ONLINE)** – The application section should contain a detailed project description and background, an explanation of use of funds, the project objectives and tangible deliverables (i.e. feasibility study or market analysis), and a summary of the economic impact the project would have on the geographic area and its residents.
- **TRIBAL RESOLUTION OR AUTHORIZATION (UPLOAD)** - Appropriate authorization for application to the Program by the tribal government according to established tribal governmental procedures (i.e. tribal council resolution, authorization of the chief elected official of the executive branch, whichever is applicable) is required and will need to be uploaded. The resolution should include the name of the project being applied for, the name of the tribal organization or entity that will be responsible for managing the application process and contract and the governing body's approval to apply for the Program funds.
- **PROJECT TIMELINE (ONLINE)** – Applicants will need to provide a timeline for when the project activities/scope of work will be completed within a one-year contract period. Project start-up or preparation activities need to be included as well as any the timeframe for procurement of professional services (if applicable) and project implementation and execution of activities.
- **PROJECT SOURCES AND USES OF FUNDS (ONLINE)** – A budget will need to be completed listing all sources and uses of funds for the entire project including cash and in-kind contributions. Expense assumptions and how costs are derived should be included.
- **ADMINISTRATIVE STRUCTURE AND PROJECT MANAGEMENT (ONLINE)** - Information for key staff or procured services and qualifications should be included. Project contacts including the main project contact, the reporting contact, accounting/financial contact(s), and alternate project contact should be identified. Adherence to tribal procurement processes for professional services should be documented.
- **DESIGNATION OF DEPOSITORY FORM (UPLOAD)** – This form should be uploaded with the application in order to designate a direct deposit tribal government account into which all payments can be made.
- **SIGNATURE CERTIFICATION FORM (UPLOAD)** – This form should be uploaded with signatures of at least two officials authorized by the tribal government to request a draw down in grant funds on the contract. Should the tribal Chair or

President, or authorized signatories change during the time period of the contract; a new form will need to be submitted.

- **REQUEST FOR FUNDS (UPLOAD)** – This form will need to be submitted to request a draw down in funds on the grant contract. It should be signed by two of the authorized signatories from the most current Signature Certification Form submitted and on file.

## G. APPLICATION REVIEW PROCESS

The Program will first review the application for completeness and sufficiency. During the review, the Program may contact the applicant to discuss any concerns or questions or to request additional information or documentation. The Program may require additional information from the applicant to clarify information presented in the application. Site visits by the Program may be made to the proposed project area for the purpose of verifying or further evaluating information contained in the application.

After the application is deemed complete and sufficient information is available to evaluate the proposed project(s), the application will be evaluated on the extent to which the project proposal meets the goals and objectives of the Program, using the following criteria:

- Potential for the project to help applicants make more strategic decisions about the start-up, expansion, or diversification of a tribal enterprise or venture.
- Likelihood that a specified feasibility study is of sufficient magnitude to have a significant economic impact on the future economic development of the reservation;
- Likelihood that the specified planning activity will provide important or relevant guidance for decision making in the development of land, resources, business, financial or legal infrastructure.
- Overall quality of the application, including measureable project goals, tasks, and activities, a well-developed work plan and budget, and easily identifiable deliverables.
- Capability of the applicant to undertake and satisfactorily complete the project and ensure proper management and reporting of Program funds (i.e. use of Generally Accepted Accounting Principles- GAAP).

The Program will present the evaluation of each application to an internal Grant Review Committee. The applicant can notify the Program if he/she would like to make a 10-minute presentation to the Grant Review Committee. The Committee will review the application and make a preliminary funding recommendation to the Director of the Department, who makes the final funding decision.

## H. GRANT NOTIFICATION AND CONTRACT

Once a project has been approved by the Director, The Tribe will be notified by award letter of the grant. A contract will be executed between the Department and the tribal government by a digital routing and signature process requiring a valid email for the digital execution of the contract by the tribal signatory.

## I. DISBURSEMENT OF FUNDS

The Department can request documentation verifying eligible costs incurred by the grantee. The Department reserves the right to request further documentation in a particular case when, in the exercise of its judgment, such documentation is needed to confirm performance. For payment, the basic documentation should include:

1. Designation of Depository Form *(only required for new accounts or new grantees)*
2. Signature Certification Form *(only required for new signatories or new grantees)*
3. Request for Payment Form

## J. PAYMENT SCHEDULE

Payment for approved expenses under the contract will be paid in accordance to the disbursement schedule listed below. \$3,000 of drawdown funds can be utilized for administration. For an award of \$28,000 the schedule of payments would be as follows:

1. **(Initial)** Payment #1 - \$25,000 of the award amount will be available upon contract execution in conjunction with the receipt of:
  - a. Designation of Depository Form,
  - b. Signature Certification Form, and
  - c. Request for Payment Form
2. **(Final)** Payment #2 - \$3,000 will be available upon receipt and approval of the following information:
  - a. Project Closeout Report & Certification Form,
  - b. Request for Payment Form

All payments will be made via direct deposit into a designated Tribal government account. Once a contract has been executed, the initial payment can be made to the Tribal government if necessary financial forms have been received. If authorized signatories including tribal chair/president or Chief Financial Officer designated on Signature Certification Form change, new financial forms may need to be submitted.

If a tribal government receives an adverse audit opinion or disclaimer from any state or federal agency or authorized agent thereof, the Department reserves the right to release Program funds to that tribal government on a reimbursement basis only, upon receipt of a

Request for Reimbursement accompanied by adequate supporting documentation of eligible project expenses.

#### K. REPORTING REQUIREMENTS:

1. **MIDTERM PROGRESS REPORT:** After the halfway mark of the contract term, the Grantee should submit a report detailing the progress made on the project over first half of the contract and anticipated progress over the final half of the contract and if applicable, drafts or updates that have been received from the professional completing the activity with a narrative summary update.
2. **PROJECT COMPLETION REPORT:** Upon completion of the final project, the grantee will submit a final Project Completion Report for approval by the Program.
3. **CLOSEOUT CERTIFICATION FORM:** After approving the Project Completion Report, the Program will issue the Notice of Project Closeout (Closeout Certification Form) that will need to be signed by an authorized signer.

#### L. PROGRAM CONTACT

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