



MONTANA
DEPARTMENT OF COMMERCE

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 1, 2018- September 28, 2018)

TRIBAL BUSINESS PLANNING GRANTS

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

(FY 2019 July 1, 2017- September 28, 2018)

NATIVE AMERICAN BUSINESS ADVISOR (NABA) PROGRAM

(FYs 2018 and 2019: May 19, 2017- June 30, 2017)

Governor Steve Bullock

Director Pam Haxby-Cote

Indian Country Programs

301 South Park Avenue

PO Box 200505

Helena MT 59620-0505

Phone: (406) 841-2775

Fax: (406) 841-2731

Website: <http://indiancountry.mt.gov>

Table of Contents

- I. ABOUT THE PROGRAM3
- II. PROGRAM CALENDAR FY 2018 & 2019.....4
- III. NATIVE AMERICAN BUSINESS ADVISORS (NABA)5
 - A. Summary 5
 - B. Required NABA Activities 5
 - C. Funding Availability..... 6
 - D. Disbursement of Funds..... 7
 - E. Payment Schedule..... 7
 - F. Reporting Requirements..... 9
 - G. Program Contact 10
- IV. INDIAN EQUITY FUND (IEF) SMALL BUSINESS GRANTS..... 11
 - H. Summary 11
 - I. Eligible Applicants 11
 - J. Ineligible Applicants..... 11
 - K. Funding Availability..... 11
 - L. Eligible Activities..... 12
 - M. Ineligible Activities 12
 - N. Match Requirement 12
 - O. How to Apply..... 12
 - P. Application Review Process..... 13
 - Q. Application Review Criteria..... 13
 - R. Grant Notification and Contract..... 14
 - S. Disbursement of Funds 14
 - T. Reporting Requirements..... 15
 - U. Program Contact 15
- V. TRIBAL BUSINESS PLANNING GRANTS (TBPG) 16
 - A. Summary 16
 - B. Eligible Applicants 16
 - C. Funding Availability..... 16

D.	Eligible Activities.....	16
E.	Ineligible Activities	16
F.	How to Apply.....	17
G.	Application Review Process.....	18
H.	Grant Notification and Contract.....	19
I.	Disbursement of Funds.....	19
J.	Payment Schedule.....	19
K.	Reporting Requirements:.....	20
L.	Program Contact	21

I. ABOUT THE PROGRAM

The Indian Country Economic Development (ICED) program, created by the 59th 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 65th 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 Indian Country Programs 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 2018 & 2019

Following is a chart of activities and deadlines through fiscal year 2018 and 2019 for ICED funded programs:

ENTITY	MAY	JUN	JUL-AUG-SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN 2018	JUN 2019	
NATIVE AMERICAN BUSINESS ADVISOR (NABA) GRANT	NABA grant application period	Grant Review, Award & Contracting	IEF application assistance	Continued IEF application assistance for FY 2019 and NABA capacity building activities for FY 2018							Fiscal year end 2018 Progress Report	Site Visit 2018 and 2019		Final Report FY 2019
				Progress Report FY 2018 and FY 2019										
				Site Visit 2018 and 2019										
TRIBAL BUSINESS PLANNING GRANT			Tribal business planning grant application period	Grant Review	Awards & contracting				Midterm Report		Site Visit 2018 and 2019	Final Report FY 2018	Final Report FY 2019	
INDIAN EQUITY FUND (IEF) GRANT			Indian Equity Fund grant application periods: FY 2018: JUL- SEP FY 2019: JUL- SEP	Local Review	State Review	Awards & Contracting					Site Visits to businesses 2018 and 2019	Final Report FY 2018	Final Report FY 2019	

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 must either demonstrate a history of submitting timely reports and meeting required performance targets or must 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 must 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 must be assisted per 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.
- **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 will be required to host site visits and organize Indian Equity Fund business site visits in November and May 2018 and 2019. (See the schedule on page 5 for specific details.)
- **STRATEGIC RECAP TRAINING & NABA SUMMIT-** grantees will convene 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

\$4,000 is available as a baseline amount for NABAs to receive for providing business technical assistance services. NABAs can access an additional \$6,000 (\$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 12 quality

IEF Small Business Grant applications must be successfully submitted to access this \$6,000. The remaining \$20,000 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. The total \$30,000 must be spread across two fiscal years (\$15,000 per fiscal year).

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 must include:

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 in accordance to 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 (Initial Drawdown)	NOVEMBER (Midterm Progress Report)	MAY (FY end 2018 Report)	JUNE (FY 2019 Final 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

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.
4. **Initial FY 2019 Payment Request:**
 - a. Can be submitted July 2018,
 - b. *Request for Payment Form* for \$4,000 for baseline technical assistance services in FY 2019/
5. **Midterm FY 2019 Payment Request:**
 - a. Can be requested November 2018,
 - 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 2019, and
 - c. *Midterm Progress Report* with evidence of Indian Equity Fund assistance,
6. **FY 2019 Final Report Payment Request:**
 - a. Must be submitted no later than June 14, 2019,

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

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:** By November 30, 2019, the grantee will submit a Midterm Progress Report for approval by the Program. The FY2019 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 2019 Indian Equity Fund grant process, identify a success story, and identify significant problems encountered in carrying out the services. Within 30 days of approving the FY2019 Midterm Report the Program will review and process any payment requests for activities completed to date.

4. **FY 2019 FINAL REPORT:** The grantee will submit a FY 2019 Final Report no later than June 14, 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. Within 30 days of approving the Final Report, the Program will review and process any final payment requests.
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

Philip Belangie

Program Manager

Indian Country Programs

Montana Department of Commerce

Gallagher Business Building, Suite 256

University of Montana

Missoula, MT 59812

P: (406) 721-3663

Email: pbelangie@mt.gov

Website: <http://marketmt.com/ICP/ICED/NABA>

IV. INDIAN EQUITY FUND (IEF) SMALL BUSINESS GRANTS

H. 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.

I. 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.

Applications will be designated as 'local' or 'at-large' depending on the location of the business. 'Local' applications are those applications where the business operates on or near the reservation in which the applicant is enrolled or to members of the Little Shell Tribe of Chippewa. 'At-Large' applications are those applications where the business operates in an area of the state other than on the reservation in which the applicant is enrolled.

J. 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.

K. FUNDING AVAILABILITY

Applications will be accepted on an open cycle basis beginning according to following schedule for each fiscal year:

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

FY 2019: July 1, 2018- September 28, 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.

L. 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.

M. INELIGIBLE ACTIVITIES

The following activity will not be funded:

- Reimbursement for activities completed prior to 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.

N. Match Requirement

The requested grant funds require a minimum of dollar to dollar cash or in-kind match (\$1:\$1) and must 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.

O. 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.

NABAs are available on each reservation and to Little Shell tribal members to assist in application preparation and are trained in the Submittable™ online application submission process. It is essential that business owners understand their business. The assistance includes business counseling and assistance with the various aspects of the application such as marketing and development of cash flows and financial information. 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://sfdc.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.

P. 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.

Q. 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. **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?
3. **FINANCIAL PROJECTIONS-** Are the financial projections convincing and understandable? Is the growth rate of the business representative of realistic

market demand and business capacity? For established businesses, have the most current financials been provided and explained?

4. **OPERATIONS-** Are the operational aspects (partners, suppliers, production costs, key resources, and pricing structure) of the business identified in the application?
5. **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?
6. **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.
7. **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.
8. **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.

R. GRANT NOTIFICATION AND CONTRACT

Applications will be reviewed during the month of October and November (for both FY 2018 and 2019 grant periods). All recommendations will be forwarded to the Director for final funding approval. This process can take anywhere from two weeks to 30 days. The Program is aiming to notify applicants of funding decisions by formal correspondence by mail or email 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.

S. 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 must 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:
 - a) a W-9 from the vendor and the grantee (if not already received),
 - b) Vendor contact information for the Program to coordinate either an over-the-phone or online purchase,
 4. For in the rare case of an award for working capital, a revolving line of credit must be established with a financial institution where grant funds can be deposited prior to being accessed by a grantee.

T. REPORTING REQUIREMENTS

ANNUAL PROGRESS REPORT & SITE VISIT- Each year during the term of the contract, the Grantee will submit an annual report (or more frequent if warranted) to the Program, including, but not limited to, as applicable:

1. Summary of the number of jobs created, trained, or retained as a result of the activities performed;
2. Narrative description of the agreed upon activities in the contract as they occur, including any significant activities or problems encountered in carrying out the contract requirements;
3. Any increases in revenue or employment, plans to make capital outlays, plans to increase inventory, expectations of higher sales, costs savings, or efficiencies and earning trends.
4. Any additional borrowing activity including amount of loan, purpose, impact on revenue and employment and loan product.
5. In May of each fiscal year, the program will conduct an on-site visit with funded businesses in coordination with the local NABA program.

U. PROGRAM CONTACT

Philip Belangie
 Program Manager
 Indian Country Programs
 Gallagher Business Building, Suite 256
 University of Montana
 Missoula, MT 59812
 P: (406) 721-3663
 Email: pbelangie@mt.gov
 Website: <http://marketmt.com/ICP/IEF>

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 beginning according to following schedule for each fiscal year:

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

FY 2019: July 1, 2018- September 28, 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://montanadepofcommerce.submittable.com/submit>. Applications must include complete information or uploaded documents in the following sections:

- **APPLICATION (ONLINE)** – The application section must 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 must be included.
- **ADMINISTRATIVE STRUCTURE AND PROJECT MANAGEMENT (ONLINE)** - Information for key staff or procured services and qualifications must be included.

Project contacts including the main project contact, the reporting contact, accounting/financial contact(s), and alternate project contact must be identified. Adherence to tribal procurement processes for professional services must be documented.

- **DESIGNATION OF DEPOSITORY FORM (UPLOAD)** – This form must 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 must 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 must 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 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 must 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, banking forms will be provided to the Tribe which will indicate the Tribal government account information and banking institution in which the monies are to be deposited (Designation of Depository Form), and the names of individuals who are authorized to draw funds from the contract (Signature Certification Form). If authorized signatories, tribal chair/president, or Chief Financial Officer designated on Signature Certification Form change, a new Signature Certification Form must 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 any remaining 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:** No later than 30 days after the halfway mark during the term of the contract term, the Grantee must 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. The Project Completion Report will describe the total costs incurred for the project, identify the final completion date, summarize any significant problems encountered in carrying out the project, and provide the final information for each item set forth in paragraph (a) in this Section. Within 30 days of approving the Project Completion Report, the Program will issue the Notice of Project Closeout (Closeout Certification Form) that will need to be signed by the tribal chair or president and returned. The grantee is required to maintain all grant contract related information for five years from the date of the Closeout Certification Form.
3. **CLOSEOUT CERTIFICATION FORM:** This form needs to be signed by the Chief Executive Officer. 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.

L. PROGRAM CONTACT

Heather Sobrepena-George

Program Manager

Indian Country Programs

Montana Department of Commerce

301 S. Park Ave Room 188

PO Box 200533

Helena, MT 59620

Phone: (406) 841-2775

Email: hsobrepena@mt.gov

Website: <http://marketmt.com/ICP/ICED>