Cooperative Agreement Application Instructions

These instructions are provided to assist tribes with preparing their cooperative agreement applications for participation in the Land Buy-Back Program for Tribal Nations (Buy-Back Program or Program). **The Buy-Back Program partners with tribes via cooperative agreements to gain their direct participation in landowner outreach**, though other activities may also be identified, during implementation of land consolidation efforts at the tribe's location. Tribes may also partner with the Program via memorandums of agreement.

Cooperative agreements are legal instruments similar to grants, representing the relationship between the Federal government (i.e., Buy-Back Program) and a recipient of funds. A cooperative agreement's principle purpose is to transfer a thing of value (e.g., funding) to a recipient to carry out a public purpose of support or stimulation, as authorized by the Federal government. A cooperative agreement is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency and the recipient in carrying out the activities contemplated by the Federal award. Memorandums of agreement (also known as memorandums of understanding) are used when there is an agreement to exchange information or coordinate programs, but no funding is provided.

These instructions apply specifically to tribes interested in partnering with the Program via cooperative agreements[1]. Tribes interested in partnering with the Program via a memorandum of agreement should contact the Buy-Back Program for more information.

A tribe's cooperative agreement application package must include all of the following documents to receive full consideration:

1. **Application Narrative**
2. **SF-424 Application Forms:**
   a. **The SF-424 Application for Federal Assistance**
   b. **The SF-424(A) Budget Information for Non-Construction Programs**
   c. **The SF-424(B) Assurances for Non-Construction Programs**
3. **Tribal Authorization**
4. **Tribal Priority Tract Listing**
5. **Automated Standard Application for Payments (ASAP) Enrollment Forms (if applicable)**
6. **Negotiated Indirect Cost Rate Agreement (if applicable)**

> It is important to note that a tribe is not required to enter into a cooperative agreement to participate in the Buy-Back Program.

These instructions provide additional information about each of these documents and guidance on how to complete them.

[1] The Indian Land Consolidation Act authorizes the Buy-Back Program to enter into agreements with tribal governments to carry out Program activities; however, the provisions of the Indian Self Determination and Education Assistance Act do not apply to these agreements.

Tribes should contact the Buy-Back Program before beginning application preparation. The Program's Senior Advisors - Tribal Relations (Senior Advisors) serve as the first point of contact for tribes. Senior Advisors work one-on-one with tribes to assist them through the application process. The Senior Advisors will share various informational tools that can inform tribal planning efforts, such as mapping data and owner name and address information[2], meet with tribes to discuss priorities for acquisition, and assist in determining how best to conduct tailored outreach for the locations' landowners. The Senior Advisors remain involved throughout implementation, providing tribes with a central point of contact for Program-related matters.

For additional information about the Program, tribes are also encouraged to visit the Program's website, and especially to review the Program's November 4, 2015 Status Report.

1. The Application Narrative

Similar to a grant proposal, the Application Narrative is the tribe's written description of the activities it will perform during implementation of the Buy-Back Program at the tribe's location. The Application Narrative also provides a budget for the proposed activities and presents a timeline for completion of the activities.

The Application Narrative is essentially a planning document. Developing the Application Narrative will assist with planning for implementation, thereby helping to ensure land consolidation activities go smoothly and needs are identified early in the process. **As part of the Application Narrative development process, tribes should expect to research local costs for supplies, equipment, travel, newspaper ads, and other items depending on the activities the tribe is seeking to perform**. This helps ensure that the funding amounts requested for the activities proposed are realistic and reasonable.

A. Length

There is no minimum or maximum length requirement for the Application Narrative; however, tribes are encouraged to be as concise as possible while providing all of the necessary details.

B. Format & Content

Although there are no strict formatting requirements for the Application Narrative, the document should include the following content sections:

1. Introduction and Tribal Vision
2. Description of Proposed Activities
3. Budget
4. Timeline
5. Tribal Capacity
6. Non-Federal Collaborators

The use of charts, tables and lists in the Application Narrative, to help convey information, is strongly encouraged.

[2] Upon request.

7. Contractors or Consultants
8. Tribal Point of Contact

These 8 sections are further described below.

1. ***Introduction and Tribal Vision.*** This section should briefly summarize the activities the tribe proposes to perform, the total amount of funding requested, and the proposed period of performance. In addition, the introduction should provide the tribe's vision, as appropriate, for the consolidated lands. In other words, it should provide a brief statement describing the plan(s) or goal(s) the tribe has for the lands that are consolidated through implementation of the Buy-Back Program. A sample introduction and tribal vision statement is provided below:

   "Tribe A submits this cooperative agreement application to perform landowner outreach in partnership with the Buy-Back Program during implementation of land consolidation activities on its reservation. Tribe A is requesting $X for a period of X months to perform the outreach activities detailed herein.

   Tribe A envisions utilizing the lands consolidated through the implementation of the Buy-Back Program at the reservation to create opportunities (e.g., cultural, residential, governmental, economic) for the tribal community by X (e.g., building housing units, developing a tribal business, etc.).

2. ***Description of Proposed Activities.*** This section of the Application Narrative is where the tribe describes, in detail, the activities it proposes to perform under the cooperative agreement.

   There are four phases of the Program's land consolidation process – outreach, land research, valuation, and acquisition – which are described briefly below:

   - **Outreach** refers to the continuous process of communicating with landowners regarding the potential opportunity to sell their fractional interests. This phase involves addressing questions and concerns landowners may have regarding the sale or regarding issues that might arise as a consequence of the sale. Outreach also includes planning, sharing information, and consulting with tribal leaders;

   - **Land Research** includes the development of data related to mapping and land use, as well as any other data necessary to establish fair market value for fractionated tracts;

   - **Valuation** is the process of appraising fractionated tracts to determine their fair market value; and

   - **Acquisition** is the process of making offers to landowners in an effort to acquire interests from those interested in selling.

Cooperative agreements cannot be utilized to perform all phases of the Program. For example, the Acquisition phase is being implemented by the Buy-Back Program due to the centralized processes in Departmental systems of record, such as the Trust Asset and Accounting Management System.

Cooperative agreements are primarily intended as a vehicle through which the Program and tribes can partner to perform outreach activities. The success of the Buy-Back Program will depend largely on the number of the landowners who voluntarily decide to sell their fractional interests and return their completed purchase offer packets in a timely manner. Tribal involvement, leadership, and support of outreach efforts are especially critical to ensuring the success of the Program. **While additional activities may be proposed by a tribe for funding, such as land research activities, tribes should first discuss any other activities they would like to perform with the Program's Senior Advisors before including them in the Application Narrative.**

The goals of landowner outreach are to:

- educate owners about the Buy-Back Program;
- obtain current mailing addresses for owners, including those whose whereabouts are unknown (WAU);
- notify all eligible owners of the opportunity to sell their interests;
- identify owners willing to sell; and
- provide consistent information, answer questions, and provide support to owners completing offer packets.

Five Components of Outreach. To ensure that the above goals are met, the Buy-Back Program has identified 5 components of landowner outreach that must be performed as a part of the cooperative agreement. They are further described below. **The Application Narrative must describe how a tribe proposes to accomplish these 5 components of outreach**.

All activities involving Protected Personal Information must be conducted in accordance with the Privacy Act.

i. Update Owner Contact Information: Updated contact information is critical to the Buy-Back Program, as it needs to provide purchase offers and other information to owners during implementation. Tribes performing outreach via a cooperative agreement with the Program will be responsible for encouraging landowners interested in selling to update their names, mailing addresses and telephone numbers (to the extent possible) by facilitating communication between landowners and the Trust Beneficiary Call Center or the Office of the Special Trustee for American Indians, to formally update account information. The Application Narrative needs to describe how the tribe will fulfill this component of outreach.

ii. Notify WAU Owners: This component of outreach is intended to help identify owners with Individual Indian Money (IIM) accounts coded as WAU. The Program will endeavor to provide the Tribe with a list of the landowners that are WAU that could receive an offer based on completed appraisal work. The Application

Narrative needs to describe how the tribe will seek to identify and notify these WAU owners of their opportunity to sell.

iii. Identify Interested Sellers: This component of outreach supports the land acquisition process by assisting the Buy-Back Program in identifying willing sellers. Tribes performing outreach will be responsible for identifying interested sellers and facilitating communication between willing sellers and the Trust Beneficiary Call Center to formally log their willingness to sell. The Application Narrative needs to describe how the tribe will fulfill this component of outreach.

iv. Pre-Offer Outreach: Conducting pre-offer outreach is one of the two most critical components of outreach; the other is conducting post-offer outreach, which is further described below. Pre-offer outreach will publicize and explain the Buy-Back Program in order to successfully educate landowners about upcoming offers. **Tribes must describe in the Application Narrative how they propose to conduct pre-offer outreach, in detail**. This includes but is not limited to describing how landowners will be made aware of the opportunity to sell their fractionated interests, describing how the tribe will communicate the limited response time to owners once offers are mailed, and describing the frequency and type of activities (such as placing monthly radio advertisements and holding landowner workshops) the tribe plans to conduct. Pre-offer outreach can be accomplished in a number of ways. **The tribe is the expert on what activities will contribute to successful pre-offer outreach on its reservation.** Outreach activities can include but are not limited to:

> Tribes are encouraged to consider sharing their vision or plans for the consolidated lands with landowners as a part of pre and post-offer outreach.

- Hosting pre-offer outreach events;
- Attending established local events;
- Attending community meetings;
- Holding landowner workshops;
- Placing print and electronic ads;
- Placing local radio and/or TV public service announcements;
- Distributing flyers;
- Holding regular walk-in office hours;
- Placing calls;
- Mailing literature (such as postcards);
- Door-to-door visits; and
- Creating an internet presence, e.g., develop a website, social media like Facebook.

v. Post-Offer Outreach: Conducting post-offer outreach is also one of the most critical components of the outreach along with pre-offer outreach. Once the Bureau of Indian Affairs (BIA) mails offer packets to landowners, the tribe will begin activities that support landowners' understanding of the offer packet. **Tribes must describe in the Application Narrative how they propose to conduct post-offer outreach.** Specifically, they must describe how they will ensure that follow-up questions from landowners receive prompt responses, how information (such as about offer deadlines) will be conveyed and the activities (such as post-offer outreach events)

that will occur. Note that **tribes proposing to perform post-offer outreach must provide notary services for owners** for completion of the offer packets. The Application Narrative must discuss how the tribe will ensure that notary services are provided (including the number of notaries to be made available). As with pre-offer outreach, the tribe is the expert on what activities will contribute to successful post-offer outreach on its reservation. These activities can include but are not limited to:

Costs associated with providing notary services to landowners during the post-offer phase, such as notary certification costs for tribal staff, may be included in the application.

- Hosting post-offer outreach events;
- Attending local events;
- Attending community meetings;
- Holding landowner workshops;
- Placing print and electronic ads;
- Placing local radio and/or TV public service announcements;
- Distributing flyers;
- Holding regular walk-in office hours;
- Placing calls;
- Mailing literature (such as postcards);
- Door-to-door visits; and
- Maintaining an internet presence.

The Application Narrative should be viewed as a tribe's outreach plan. In other words, by developing an Application Narrative with the necessary detail about its planned outreach events, activities and costs, the tribe is also developing its outreach plan. **The Application Narrative is expected to describe how tribes will complete the five required components of outreach** (i.e., update owner contact information, locate and notify WAU owners and otherwise ensure that they provide a current address, identify interested sellers, conduct pre-offer outreach and conduct post offer outreach), described above, as well as any other outreach activities the tribe plans. The Application Narrative should also communicate a monthly timeline of pre- and post-offer outreach events, media outreach, and other events. This projected monthly schedule can be part of the overall timeline included in the Application Narrative (see 4. Timelines, below).

Activities in Addition to Outreach (if applicable). The Application Narrative must describe any other land consolidation activities, in addition to Outreach, that the tribe proposes to perform, such as land research or valuation activities. Proposed activities should be discussed with the Senior Advisors as well as the appropriate partner offices (such as the Office of Appraisal Services), before being included in the Application Narrative to ensure that no duplication will occur. For example, base mapping activities are being efficiently performed by the BIA and the Bureau of Land Management, thus, cooperative agreements will not fund these activities. However, the Program may fund other mapping-related work by tribes that support the land research and valuation efforts that will be completed as a part of implementation. Examples of other activities previously funded include providing land use characterization and comparable sales information to assist the Office of Appraisal Services with research and data collection necessary to establish fair

market value during the valuation process, and performing conventional individual appraisals for specific tracts on the reservation.

Budget Information: Detailed budget information must be provided in the Application Narrative. For clarity, tribes are encouraged to create a "budget section" in the Application Narrative. The budget information in this section will inform the completion of the SF-424A Budget Information for Non Construction Programs form (see Section IV of these instructions) that must be submitted as part of the application. Tribes are encouraged to develop a budget breakout chart by category, (i.e., personnel, equipment, supplies, travel, training, consultants, contracts, etc.). Individual categories of cost must be thoroughly explained. For example, if "equipment" is a proposed cost category, list and describe the type of equipment the tribe will procure and why it is necessary. Cost categories that may not be self-explanatory or are broad, such as "supplies," must be detailed out in full.

Some examples of the types of costs tribes may want to consider when preparing their budgets include costs associated with transportation (such as mileage) for local travel, office space with established office hours, communication (such as cellular telephones for staff), refreshments for landowner outreach events and portable printers for printing off materials for landowners in the field or during events.

A simple budget chart is provided below as an example:

Outreach Personnel Costs TOTAL: $X for 6 months (full time new hires)
- Outreach Specialist 1 for 6 months = $X (Salary: $X, Benefits: $X)
- Outreach Specialist 2 for 6 months = $X (Salary $X, Benefits: $X)

Outreach Supplies Costs TOTAL: $X
- Portable Printer (1) =$X
- Printing Paper (20 packets at $X each) = $X
- Printer Cartridges (4 at $X each) = $X

Outreach Media Costs TOTAL: $X
- 4 half page notices in the local newspaper, the X Times, $X each = $X
- 4 thirty second radio ads on Station 99.9FM, $X each = $X

With regard to personnel costs, the Application Narrative must identify the number of personnel to be charged to the cooperative agreement, whether they are existing staff or new hires, whether they will be full time or part time, their salaries as well as fringe benefit costs, their position titles as well as brief position descriptions.

To the extent feasible, information on how the costs were calculated should also be included in the budget section. Tribes are encouraged to utilize and attach Microsoft Excel spreadsheets for their budget sections.

Cooperative agreements are intended to be a short-term resource, generally lasting less than 12 months though the timeline for each location will be considered on a case-by-case basis. The Cobell Settlement limits the amount of funding that may be used for administrative expenses in order to maximize the amount available for purchasing fractional interests. Consequently, cost-efficiency is an important consideration for all Program activities, including cooperative agreements with tribes. While there is no minimum or maximum request amount, most individual cooperative agreement awards are not expected to exceed $500,000.

Regardless of how the budget information is presented, it must be detailed enough so the Program can determine whether the proposed costs are reasonable, allowable and allocable as required by the applicable regulations.

Allowable Costs

All costs to be charged against the cooperative agreement must be **allocable**, **allowable**, and **reasonable** per 2 CFR Part 200, Subpart E – Cost Principles. The Cost Principles describe not only what, but also how costs may be charged against financial assistance awards such as cooperative agreements. **For example, the costs promotional items and memorabilia (such as gifts, souvenirs or "giveaway" items such as magnets, key chains, etc.) cannot be charged against a federal financial assistance award.** Thus, such costs are not allowable and should not be included in the budget. Tribe's should contact the Buy-Back Program if they have specific questions regarding what costs may be charged to a cooperative agreement.

Pre-Award Costs

Pre-award costs are costs that are incurred prior to the award of the cooperative agreement and they are limited by regulation[3] to costs directly pursuant to the negotiation, and in anticipation of the cooperative agreement, where such costs are necessary for the efficient and timely performance of the funded activities.

Funding awarded by the cooperative agreement may only be utilized for costs incurred during the award period, with the exception of approved pre-award costs. **Certain pre-award costs may be incurred before the cooperative agreement is finalized with prior written approval from the Buy-Back Program.** For example, a tribe's early submission of its priority tracts for purchase is crucial to Program implementation as appraisals may be determined by the tracts selected. Thus, identification of tribal acquisition priorities benefits from early collaboration and tribes may request approval to incur pre-award costs associated with this effort.

Tribes are encouraged to discuss the necessity of pre-award costs for the development of their acquisition priorities with their assigned Senior Advisor. These costs may include reasonable staff time and travel costs to attend Program-provided training. A written request, via email or letter from the authorized tribal POC, for pre-

[3] 2 C.F.R. Part 200 Subpart E – Cost Principles

award costs must be submitted the Buy-Back Program for approval prior to any costs being incurred. The Application Narrative should identify and include any pre-award costs approved.

> A written request for approval to incur pre-award costs may be emailed to the Program's Senior Advisor by the authorized tribal representative.

Approved pre-award costs can only be reimbursed to a Tribe once a cooperative agreement award has been finalized.

Indirect Costs

The Cobell v. Salazar Settlement Agreement limits the funding the Program has available for administrative expenses to maximize the amount available for purchasing fractional interests. Because cost-efficiency is a key component of the Program's success, the Program has capped the amount of indirect costs it will pay as a part of agreements at no more than 15% of the modified total direct costs (MTDC)[4].

> "A Federal awarding agency may use a [indirect cost] rate different from the negotiated rate for a class of Federal awards or a single Federal award…" *2 CFR § 200.414.*

Tribes with negotiated indirect cost rates over 15% of the MTDC may request no more than 15% of the MTDC as part of their cooperative agreement application to the Buy-Back Program. Tribes with negotiated indirect cost rates of less than 15% MTDC can request no more than their current or most recent negotiated rate. Please note that tribes requesting indirect costs as part of their application must submit a copy of their most recent negotiated indirect cost rate agreement to the Buy-Back Program.

Modified total direct costs are calculated by excluding distorting items, such as equipment, capital expenditures, contracts or subawards for $25,000 or more, from the total request amount and then multiplying the indirect cost rate against the resulting amount. For example:

$200,000	Total Amount Requested in Application
- 15,000	Less Capital Expenditure (X)
- $5,500	Less Capital Expenditure (Y)
$179,500	Modified Total Direct Costs
x 15%	Buy-Back Program Indirect Cost Rate Cap
$26,925	**Requested amount of Indirect Costs**

[4] Modified Total Direct Costs are defined as costs excluding capital expenditures and distorting items such as pass through funds, major Subcontractors, etc. http://www.doi.gov/ibc/services/indirect_cost_services/FAQs.cfm. Please also see 2 CFR § 200.68.

If a tribe is requesting indirect costs as a part of its cooperative agreement application, the Application Narrative must detail how the amount requested was calculated and a copy of the tribe's most recent Negotiated Indirect Cost Rate Agreement must be submitted with the application.

3. ***Timeline:*** This section of the Application Narrative will form the basis for the performance period, or duration, of the cooperative agreement. Therefore, it **should be based upon and coordinated with the Buy-Back Program's offer schedule for the tribe's location which the Program's Senior Advisors will provide.** The Senior Advisors will work with tribes to ensure that a cooperative agreement is finalized to fully maximize the timeline for landowner outreach at each location. However, **the timely submission of the tribe's cooperative agreement application is critical** to this process.

> In general, cooperative agreement awards will be for less than 12 months though some awards may be for a longer period. While much can be accomplished through these agreements, cooperative agreement funding should be viewed as a short-term resource to achieve the much larger and more valuable goal of land consolidation.

Tribes must provide a detailed project timeline for the completion of the activities to be undertaken, including the activities' estimated beginning and ending dates. The timeline must encompass the entire period of performance being requested and must provide month-by-month information on the activities to be undertaken. For instance, the tribe could document this in a chart, such as the illustrative examples below:

Example 1:

Month 1	Activity 1 Activity 2 Activity 3
Month 2	Activity 2 continued Activity 3 continued Activity 4 Activity 5
Month 3	Activity 3 continued Activity 4 continued Activity 5 continued Activity 6 Activity 7

Example 2:

	Month 1	Month 2	Month 3
Activity 1	→		
Activity 2	→	→	
Activity 3	→	→	→

The timeline must take into consideration the valuation, or appraisal schedule and the appraisal shelf-life. The appraisals of fractionated tracts will only be valid for a limited amount of time; therefore it will be important to carefully coordinate outreach activities, such as pre-offer outreach, with appraisal activities to ensure that both are completed as concurrently as possible to ensure the Program is as effective as possible. The Program's Senior Advisors will assist tribes to develop their timeline.

4. ***Tribal Capacity*:** In this section – if not already discussed in other sections, tribes must discuss their capacity by describing:

   - Any previous experience with similar land consolidation activities; and
   - Any previous experience with managing federal financial assistance awards (either grants or cooperative agreements).

   If the Tribe has not had a satisfactory history of performance on other Federal financial assistance awards, it should describe the violations that occurred and any steps taken to rectify them in this section.

5. ***Non-Federal Collaborators***: Tribes must provide the names, titles, and tribal affiliations of any anticipated non-Federal collaborators, as well as a detailed description of the nature of the affiliation and which specific activities will be subject to collaboration, in this section. Collaborators may include other tribes. If the tribe is planning to sub-award funds to other tribes as part of the cooperative agreement, this information must also be detailed in this section.

6. ***Contractors or Consultants***: If not already detailed in the narrative and budget sections above; tribes must describe any anticipated contractor and consultant involvement and costs in this section.

7. ***Tribal Point of Contact***: Tribes must provide the name, title, address, telephone number, and email address for a tribal point of contact if not identified elsewhere (such as in the tribal authorization) in this section. This must be someone who the Buy-Back Program may contact regarding any questions or concerns about the application. All cooperative agreement award documents will be sent to the tribal point of contact and the tribal leadership for review and signature.

2. The SF-424 Application Forms

The SF-424 forms are standard financial assistance application forms that are required by regulation and utilized government-wide. Tribes must complete the following three forms and include them in their cooperative agreement application packages:

- The SF-424 Application for Federal Assistance

The SF-424 Application for Federal Assistance form is considered the "core" SF-424 form and it provides key information to the awarding agency about the applicant. Tribes should complete the form and contact the Buy-Back Program with any questions. The information below is provided to assist with completing the fields:

- ***Field 1*** *Type of Submission:* Application
- ***Field 2*** *Type of Application*: New
- ***Field 3*** *Date Received:* Leave Blank
- ***Field 5(a)*** *Federal Entity Identifier*: Leave Blank
- ***Field 5(b)*** *Federal Award Identifier*: Leave Blank
- ***Field 10*** *Name of Federal Agency:* Department of the Interior
- ***Field 11*** *Catalog of Federal Domestic Assistance Number and Title*: 15.152, Land Buy-Back Program for Tribal Nations
- ***Field 12*** *Funding Opportunity Number*[5]*:* LBBP-2016-1
- ***Field 13*** *Competition Identification Number:* LBBP-2016-1
- ***Field 19*** *Is this Application Subject to Review by State under Executive Order 12372?* c. Program is not covered by E.O. 12372
- ***Field 20*** *Is the Applicant Delinquent on Any Federal Debt?* Check the appropriate box

An authorized tribal official must sign this form.

- The SF-424A Budget Information Non-Construction Programs

As its name implies, this form is used to provide details on the funding being requested. **The information provided on this budget form must align with the budget information provided in the submitted Application Narrative.**

- The SF-424B Assurances Non-Construction Programs

This form lists a number of requirements that by signing the tribe agrees to comply with, to the extent applicable, upon receipt of a cooperative agreement award. Tribes must carefully read this form to understand the requirements and then have the authorized tribal official sign it.

3. Tribal Authorization

The application package must include a tribal authorization approving the tribe's participation in the Buy-Back Program unless one has already been submitted[6] to the Program. Although many tribes utilize tribal resolutions to conduct official business, not all tribes employ this format. Therefore, the tribal authorization must take the form of whatever means by which tribal business is conducted including a resolution or a letter.

[5] The "Funding Opportunity Number" comes from Grants.Gov.
[6] Most tribes have already submitted Tribal Authorizations to the Program as a part of their Letters of Interest or Expressions of Interest.

Tribes that have already submitted Tribal Authorizations to the Program should reference the previous submission in the Application Narrative or resend the Tribal Authorization with the cooperative agreement application package.

4. Tribal Priority Tract Listing or Statement of No Priorities

The Program works in conjunction with tribes to understand the tribes' acquisition priorities via the submission of a Tribal Priority Tract Listing and then works to value and issue purchase offers on these priority tracts to the greatest extent possible. Tribes are required to submit a Tribal Priority Tract Listing with their cooperative agreement applications unless one has already been submitted to the Program. The Tribal Priority Tract Listing that is submitted as a part of the cooperative agreement application package may be in draft form, however, tribes must make sure to indicate "DRAFT" on the submission as well as the date by which they anticipate submitting the final. Tribes that choose not to identify priorities must submit a statement to that effect as part of the cooperative agreement application.

> The Program provides multiple tools that tribes can use when designating their priority tracts. The Senior Advisors and other Program representatives also provide direct support to tribes during this process. Tribes may request pre-award costs for the staff time needed to develop the tribe's acquisition priorities.

5. Automated Standard Application for Payments System Enrollment Forms

The awarded funds will be available for drawdown, via the U.S. Treasury Department's Automated Standard Application for Payments (ASAP) system, once the obligation process has been completed by the Program. Unless a tribe is already enrolled in ASAP under Agency Location Code 14010001, it will need to complete the ASAP enrollment process before cooperative agreement funds can be made available. **While many tribes are already enrolled in ASAP for various other federal programs under different ALCs, most will need to complete the enrollment process again to receive access to Program awarded funds under ALC 14010001.** To enroll in ASAP under ALC 14010001, tribes must complete and submit to the Program the following 3 enrollment forms:

- ASAP Banking Information Form
- ASAP Organization Enrollment and User ID Request Form
- User Responsibility Statement

Upon receipt of the completed forms, the Program will initiate ASAP enrollment for the tribe. The tribal officials listed on the enrollment forms will then receive an automated email prompting them to complete the ASAP enrollment process by logging into the system. **Awarded funds cannot be made available until the ASAP enrollment process has been completed by the Tribe.**

Tribes may request advance payments via ASAP on an as-needed basis, limited to the amount needed and timed in accordance with their immediate cash requirements pursuant to the applicable regulations.

> To determine their ASAP enrollment status, tribes can contact the ASAP helpdesk: 855-868-0151 (option 2, option 3).

6. Negotiated Indirect Cost Rate Agreement

Tribes requesting funding for indirect costs as a part of their applications must include a copy of their most recent negotiated indirect cost rate agreement.

Application Submission

Tribes are encouraged to utilize the Cooperative Agreement Application Submission Checklist (see page 15) to ensure that their applications are complete. Tribes should e-mail PDF copies of their completed applications to the Buy-Back Program. E-mailed copies must be sent to the Senior Advisor the tribe has been working with as well as to the Program's Cooperative Agreement Specialists.

Hard copies of the application (not required) may be sent to:

The Land Buy-Back Program for Tribal Nations
1849 C Street, N.W.
Room 5542
Washington, D.C. 20240

> Timely submission of the cooperative agreement application is critical to ensuring that an agreement is finalized in time for the tribe to perform sufficient outreach to landowners.

Application Review & Approval

The Buy-Back Program will work as quickly as possible to review and, as appropriate, approve the submitted application package. For submissions that cannot be approved (e.g., incomplete packages, clarification needed on certain items, etc.), the Senior Advisors will contact the tribal point of contact to address concerns or discuss any items as expeditiously as possible.

The Cooperative Agreement Award

The Buy-Back Program will complete the Cooperative Agreement Template, which is the award document, with information from the tribe's submitted application package once the application package has been approved. The Buy-Back Program will send the Cooperative Agreement Template to the authorized tribal official for signature. Once signed by the authorized tribal official, the signed Cooperative Agreement Template must be returned to the Buy-Back Program (a clear and readable PDF copy of the signed agreement may be emailed to the Program) for signature by the Program Manager and fund obligation. A copy of the final award package will be provided to the tribe after the fund obligation process has been completed.

Cooperative Agreement Application Submission Checklist

Cooperative agreement application packages must include all of the following items in order to be considered complete:

- ☐ **SIGNED SF-424 Application for Federal Assistance**
- ☐ **SF-424A Budget Information - Non-Construction Program**
- ☐ **SIGNED SF-424B Assurances - Non-Construction Program**
- ☐ **Tribal Priority Tract Listing or Statement** (if not previously submitted)
- ☐ **Tribal Authorization approving implementation of the Buy-Back Program at the reservation** (if not previously submitted)
- ☐ **Application Narrative which includes:**
  - A detailed narrative description of the activities proposed for funding addressing the 5 components of outreach, well as the tribal vision for the consolidated lands
  - A detailed budget for the activities proposed
  - A detailed timeline for the activities proposed
  - A Tribal Point of Contact that will serve as the day-to-day contact
  - A description of the tribe's capacity to perform the proposed land consolidation activities and manage federal financial assistance

If requesting indirect costs as a part of the cooperative agreement application:

- ☐ **A copy of the most recent Negotiated Indirect Cost Rate Agreement**

If the Tribe is not already enrolled in ASAP under Agency Location Code 14010001:

- ☐ **ASAP Enrollments Forms**