

DEPARTMENT OF THE INTERIOR

Bureau of Indian Affairs

Program to Identify and Address Tribal Climate Change Science Needs for Improved Climate Change Adaptation- Tribal Climate Science Liaisons

AGENCY: Bureau of Indian Affairs, Interior.

ACTION: Solicitation of Proposals.

SUMMARY: The Secretary of the Interior (Secretary), through the Office of Trust Services, hereby solicits cooperative agreement/co-operative agreement proposals from tribal non-profit, non-governmental organizations, tribally controlled colleges or universities serving management fields impacted by climate change to enter into a cooperative agreement for the identification and hiring of tribal climate science liaisons to address tribal climate change science needs. This agreement provides a mechanism for the BIA to provide the Tribal Organization with non-recurring funding for mutually agreed upon tasks in keeping with the climate science needs of the BIA and all tribal communities in the respective region (per boundaries of U.S. Geological Survey Climate Science Centers see map of CSCs:

<https://www.doi.gov/sites/doi.gov/files/migrated/csc/upload/CSC-Consortia-and-Regions.jpg>).

The BIA's Office of Trust Services, Climate Resilience Program, will evaluate all proposals and select tribal organizations to hire five to seven (5-7) tribal climate science liaisons (subject to availability of funds) to be housed within one of seven USGS Climate Science Centers (CSC). The BIA will attempt to support a diversity of tribal organizations through these proposals, with 1) various geographic and/or national expertise to support the USGS CSC service areas, 2) functional expertise in areas that are or may be affected by climate change, and 3) broad tribal membership regionally or nationally.

This solicitation contains guidelines and instructions for writing and submitting a proposal to select and hire a tribal climate science liaison. BIA will use a competitive evaluation process based on criteria stated in **Section A. Application Evaluation and Administrative Information** of this notice to select projects for funding awards. If there are questions or further information is required, please refer to the paragraph below on how to contact the BIA Tribal Climate Resilience staff for assistance.

Evaluation of applications will promote improved decision-making for climate preparedness and resilience in Indian Country across all programs of concern, especially natural and cultural resources and infrastructure management.

Note: A cooperative agreement for each selected tribal organization will be drafted after this selection process is completed. The agreement will be completed through a cooperative process between BIA and the tribal organization. After this cooperative agreement is finalized, the selected tribal organizations will begin the selection and hiring process, following what is outlined and agreed upon in the cooperative agreement.

DATES: Cooperative agreement proposals **must** be received before C.O.B. 5:00 pm Eastern Standard Time, **February 12, 2016**, (No Exceptions). The Awarding Official will not consider cooperative agreement proposals received after this date.

ADDRESSES: The preferred method of submitting cooperative agreement/co-operative agreement proposals is by email to: climate.funding@bia.gov, Attention: Mark Broughton. Proposals can also be mailed to Mark Broughton at Central Office Acquisitions, 12220 Sun Rise Valley Dr., Reston, VA, 20191, but must be received by the deadline established in the **DATES** section.

FOR FURTHER INFORMATION CONTACT: If you have questions about the BIA's Tribal

Climate Resilience program, please contact Rachael Novak, telephone 202-219-1652, or email rachael.novak@bia.gov. If you have questions regarding the application process, please contact Mark Broughton, telephone 703-390-6408 or e-mail mark.broughton@bia.gov.

On-Line Information: There is additional information about the BIA's Tribal Climate Resilience Program on our web site, <http://www.bia.gov/WhoWeAre/BIA/climatechange>.

PROPOSAL WRITING GUIDELINES:

- A. Background
- B. Items to Consider Before Preparing an Application
- C. How to Prepare an Application for Funding
- D. Submission of Application in Digital Format
- E. Application Evaluation and Administrative Information
- F. When to Submit
- G. Where to Submit
- H. Transfer of Funding and Transfer of Funds
- I. Reporting Requirements for Award Recipients
- J. Requests for Technical Information

A. Background

There is a recognized need for climate information to improve decision-making for climate preparedness and resilience in Indian Country. Currently, tribes do not have a strong connection to the research of the climate science community in spite of their relative vulnerability to climate change impacts. To address this, the BIA plans to support the hiring of 5-7 tribal climate science liaisons to be housed in the USGS Climate Science Centers (CSC) through the availability of funds and solicitation of proposals for a cooperative agreement with the tribal organizations. This will

enable the BIA and cooperating tribal organizations, through a hired tribal climate science liaison, to identify and address 1) existing data and information to apply to tribal needs in extension-like outreach efforts and 2) tribal climate change research needs. This will benefit communities across Indian Country and Alaska Native villages, including managers responsible for managing trust resources under the BIA jurisdiction. A description of the BIA's responsibilities are discussed in Appendix A of this announcement.

One network and one workgroup are expected to be formed and led by the tribal climate science liaisons. The national network will be composed of the tribal climate science liaisons (possible 5-7), combining their respective functional areas of expertise and appropriate federal partners to address specific sectoral needs (e.g., environmental management, infrastructure, energy, health, emergency management, res-city migration, etc.) of tribes in each CSC servicing area. In addition to the network, each liaison will coordinate a national professional workgroup made up of the tribal organization's professional membership (or other appropriate functional group) to identify and respond to the needs of tribal communities. The national network and each workgroup will identify climate adaptation research, policy, funding or other needs or recommendations for federal, non-governmental, and tribal partners to advance climate adaptation management for tribes.

In addition to the coordination and development of climate research and standard climate adaptation practices (e.g., adaptation planning and vulnerability assessments), tribal climate science liaisons' efforts will include identifying and addressing climate needs relating to understudied resources of high cultural value to tribes and traditional knowledge. They will ensure that appropriate traditional knowledge guidelines are followed (including appropriate data

sharing agreements and data security) and more information will be outlined in the cooperative agreement once the tribal organizations have been selected.

B. Items to Consider Before Preparing an Application

8. Multiple-Year Funding

This funding of the BIA Tribal Climate Resilience program is subject to annual appropriations by Congress, so the program can only fund projects one year at a time, with a possibility of 2 additional option years. The Tribal Climate Resilience Program is aware that improving climate preparedness and resilience is a long-term effort. The previous year funding will not guarantee future funding.

C. How to Prepare an Application for Funding

A complete cooperative agreement proposal must contain each of the following **mandatory components** (described in detail below):

1. Cover letter with signature summarizing interest and intent
2. A non-profit charter or other documentation to verify its tribal non-governmental organization status or tribally-controlled college or university;
3. Background information describing organization: mission, expertise area(s), membership, and experience with climate change-related issues;
4. A proposal describing the proposed hiring process and selection activities (include requirements from this announcement,);
5. A detailed budget estimate.

A funding request that does not contain all of these mandatory components will be considered incomplete and returned to the tribal organization with an explanation. An applicant whose proposal is returned for this reason will be allowed to address the lack of completeness and

resubmit its proposal for consideration, provided all issues are resolved and proposal is resubmitted before the application deadline listed under **DATES**, above.

Cooperative agreement proposals should also identify and include contact information for a representative to oversee the project work, make authorized decisions during the course of the project, and be responsible for submitting quarterly and final progress reports, plus financial status reports, as discussed later in this announcement.

Further description of these mandatory components is as follows:

1. Mandatory Component 1: Cover Letter

Provide a cover letter not to exceed one page, summarizing interest and intent, with signature of tribal organization official.

2. Mandatory Component 2: Non-profit charter or other documentation to verify organization as a tribal non-governmental organization or tribally-controlled college or university

Provide organization's founding documentation, identifying it as a tribal, non-governmental organization or tribally-controlled college or university.

3. Mandatory Component 3: Background information on tribal organization: mission, expertise area(s), capacity, membership, and experience with climate change-related issues

The organization should provide information on the organization's history, mission, expertise area(s), and capacity. The organization should describe its current capacity and any relevant changes expected in near future capacity. The organization should also describe its location and broad tribal membership across the geographic range of at least one of the USGS Climate Science Centers (see map of CSCs:

<https://www.doi.gov/sites/doi.gov/files/migrated/csc/upload/CSC-Consortia-and-Regions.jpg>), or

nationally, and an existing tribal advisory/governance structure to assist in planning and prioritization of tribal needs. Importantly, the organization should describe its interest and experience (modest to extensive acceptable) with climate change-related issues as they affect tribal lands and communities. This component should not exceed 10 pages. Visual materials, including charts, graphs, maps, photographs and other pictorial presentations are included in the 10-page limit.

Note: Any information in the possession of the BIA or submitted to the BIA throughout the process, including final work product, constitute government records and may be subject to disclosure to third parties under the Freedom of Information Act (FOIA), 5 U.S.C. 552, and the Department of the Interior's FOIA regulations at 43 CFR part 2, unless a FOIA exemption or exception applies or other provisions of law protect the information.

4. Mandatory Component 4: Proposal

Cooperative agreement proposals must be as brief and clear as possible, not to exceed 10 letter-sized pages. Visual materials, including charts, graphs, maps, photographs and other pictorial presentations are included in the 10-page limit.

While the cooperative agreement proposal itself is limited to 10 pages, an applicant may use appendices for supplemental materials with more detail than the main body of the proposal, such as descriptions of previous work performed relating to the cooperative agreement proposal and/or any other relevant information.

The proposal should include the following sections:

(a) Overview of the Project: Prepare a brief overview of the proposal, no longer than three (3) pages. Include:

- candidate selection and hiring proposal,

- timeline, and
- statements of work for the tribal organization and the tribal climate science liaison (see basic SOWs and minimum qualifications for both the tribal organization and the hired tribal climate science liaison included in appendices B, C, and D).

(b) Resumes of Key Personnel: Provide the resumes of key personnel intended to perform proposed work and the nature of their involvement, including their status (e.g., tribal staff, consultant, subcontractor, etc.).

5. Mandatory Component 5: Detailed Budget Estimate

The budget must be sufficiently detailed to afford staff a reasonable understanding of all elements of the project proposal, plus the relative emphasis placed on each element. Budget details should reflect all reasonably anticipated costs and contingencies, be internally consistent with the rest of the proposal, and allow the review panel to analyze the benefits of all project components. The budget breakdown and organization must indicate that the project proposal has been closely considered, and would neither waste funds nor fail to support important project elements.

In particular, a well-presented budget will clearly show the following:

- (a) Administrative Costs. All costs associated with search, review, selection, and supervision of incumbent.
- (b) Salary and fringe benefit Costs of Liaison.
- (c) Indirect Costs.
- (d) Travel Estimates. Provide estimates for airfare, vehicle rental, lodging, and/or per diem, based on the current Federal government per diem schedule for the applicable region of the country and time of travel for estimated liaison-related travel (extension visits, trainings, meetings,

etc.).

(e) Other Expenses. Separately identify computer or equipment rental, report generation, drafting, advertising, and similar costs for the proposed project.

D. Submission of Application in Digital Format

Submission of the entire proposal, including the budget, in digital form is preferred. Unless specifically approved in advance by the contracting officer, applicants should break down the application submission into four separate files: 1) Cover Letter; 2) Charter; 3) Background Information and Proposal; and 4) Estimated Budget. Please include the tribal organization name in all electronic submissions. Example: *(Name of tribal organization) Cover Letter, (Name of tribal organization) Charter (or other appropriate documentation), (Name of tribal organization) Background Information, etc.*

An applicant who is unable to submit its proposal electronically may copy its files to a compact disc (CD or DVD) and mail it.

Acceptable formats are Adobe Acrobat PDF and Microsoft Word and Excel. The budget should be in table format, either in Microsoft Excel (preferable) or Microsoft Word table. Files must have descriptive file names to help BIA quickly locate specific components of the proposal, and use file name extensions that clearly indicate the software application used to prepare the documents (e.g., .doc, .docx, .pdf). Documents that require an original signature, such as cover letters and other letters of tribal authorization can be scanned and submitted electronically.

E. Application Evaluation and Administrative Information

1. Administrative Review

Upon receiving a cooperative agreement proposal, BIA will perform a preliminary review to determine if it contains the mandatory components and appears to have enough technical

information to permit an evaluation.

BIA staff may return a proposal that it deems incomplete.

2. Ranking Criteria

A BIA-USGS panel will review and rank each complete proposal using these three weighted criteria:

(a) Applicant's Demonstrated Capacity and Commitment to Assist Tribes and Develop the Tribal Climate Science Liaison: Weight = 30%. BIA and USGS will review 1) the background description of the tribal organization for potential to assist as many tribes as possible within a CSC service area (as indicated by mission, broad membership, history, and capacity), and 2) current and planned climate change-related activities. These factors will also indicate ability to support and develop the liaison(s).

(b) Reasonableness of the Proposed Plan for Selection Process and Hiring of Liaison: Weight = 35%. BIA and USGS will review the proposal (Mandatory Component 4) for completeness of the discussion of the following elements: selection and hiring process description, timeline, general statements of work and minimum qualifications (for tribal organization and liaison- based on the appendices B, C, and D in this announcement). Consider that BIA and USGS's ranking panel will be asking questions during its review such as: Does the proposal address all of the elements listed as Mandatory Component 4 in the guidelines from this solicitation? Is the technical proposal clear and well organized?

(c) Budget Completeness, Cost Reasonableness, Cost Realism and Detail: Weight = 35%. BIA and USGS will review budget proposals for completeness, organization, and the reasonableness of identified costs. Consider that BIA and USGS's ranking panel will be asking questions during its review such as: Does the budget comply with Mandatory Component 5 (Detail

Budget Estimate) from the solicitation guidelines? Are line item budget numbers appropriate and reasonable to complete the proposed tasks?

3. Ranking of Proposals and Award Letters

The BIA-USGS panel will rank the proposals using only the selection criteria outlined in this section. BIA will forward rated proposals to the Director of BIA and the Office of the Assistant Secretary, Indian Affairs for approval. Those applicants not receiving an award will also be notified promptly in writing.

F. When to Submit

BIA will accept applications at any time before the deadline stated in the **DATES** section of this notice, and will send a notification of receipt to the return address on the application package, along with a determination of whether or not the application is complete. BIA cooperative agreement proposals submitted electronically will receive a prompt reply indicating if the application was received and readable.

G. Where to Submit

BIA will accept applications at the locations stated in the **ADDRESSES** section of this notice.

H. Funding and Transfer of Funds

BIA's obligation under this solicitation is contingent on receipt of congressionally appropriated funds. No liability on the part of the U.S. Government for any payment may arise until funds are made available to the Contracting Officer for this cooperative agreement and until the recipient receives notice of such availability, to be confirmed in writing by the Contracting Officer.

All payment under this agreement will be made by the U.S. Government by electronic funds transfer (through the Automated Standard Application for Payment (ASAP). All payments will

be deposited in accordance with the banking information designated for the applicant in the System for Award Management (SAM).

I. Reporting Requirements for Award Recipients

1. Quarterly Reporting Requirements

During the life of a project, deliverables will include quarterly project/technical progress updates, with a final written report addressing components outlined in the scope of work. Quarterly written progress and financial status reports are to be submitted to the BIA project monitor named in the award letter for the project. The quarterly reports are on a calendar basis with the first reporting quarter being that in which the project funds are transferred to the applicant. Reporting dates will be established by BIA's Cooperative agreement Officer once award has been made.

The quarterly status report can be a one- to two-page summary of events, accomplishments, problems and results that took place during the quarter. The status report should also include a listing of expenditures during the quarter, how the funds were spent, and the amount remaining. Quarterly reports are due one month after the end of a project's quarter.

2. Final Reporting Requirements

- Delivery Schedules. The tribal organization will deliver all products and data generated under the project to BIA within one month after project completion, following the data sharing agreement (TBD), which will include processes for protecting sensitive information.

- Digital Format Requirement for Reports and Data. BIA requires that all deliverable products be in digital format.

Reports and data can be provided in either Microsoft Word or Adobe Acrobat PDF format. Spreadsheet data can be provided in Microsoft Excel, Microsoft Access, or Adobe PDF formats.

All vector figures should be converted to PDF format. Raster images can be provided in PDF, JPEG, TIFF, or any of the Windows metafile formats.

- Number of Copies. The applicant's proposal should account for our requirement that all final products be delivered in the format described above, **one (1) digital copy.**

All products generated by the tribal climate science liaison belong to the U.S. Government. Products include all reports and technical data obtained during the work of the tribal climate science liaison including extension-related climate adaptation studies for tribes, climate-related research for tribes, status reports, and the final report.

J. Requests for Assistance in Completing this Application

If an applicant needs BIA's assistance with some aspect of the BIA cooperative agreement application process, and BIA's help would not create a conflict of interest, please pose this concern to BIA in writing. Submit requests to BIA's Climate Science Coordinator well in advance of the proposal deadline established in the **DATES** section of this solicitation to allow BIA staff time to provide the appropriate assistance. Applicants not seeking technical assistance should also submit their proposals as far as possible in advance of the application deadline, to allow BIA staff time to provide feedback concerning any possible deficiencies, and allow for timely application revisions if necessary.

Appendix A: SOW for Bureau of Indian Affairs

Ultimately, once the the tribal organizations are selected and enter into a cooperative agreement with the BIA, the parties, including the assigned U.S. Geological Survey Climate Science Center, will cooperate in climate science to advance adaptation and resilience and technical support activities related to national, regional and field programs, including trust responsibilities under the BIA's jurisdiction. The BIA will provide technical support to tribes in coordination with USGS through: identifying tribal science needs; improving climate adaptation planning support; identifying orientation and training needs of the liaisons and working with the tribal organizations to provide these; and improving coordination of federal agency resources and research capacity to support tribal climate adaptation efforts. These tasks are part of integrated BIA and USGS/CSC tribal support efforts. BIA will coordinate climate change adaptation integration information, strategic engagement planning including community of practice development, and best management principles applicable to Indian and Trust management of assets and resources.

- Provide strategic guidance to direct communication across appropriate sectoral audiences relevant to Indian Country and Alaskan Native communities.
- Coordinate with tribal organizations to implement orientation and kick-off meeting/training for liaisons in coordination with CSC Directors and other relevant federal and tribal partners.
- Coordinate and lead regular communication with each liaison, tribal organization, and USGS to share progress and provide updates and information-sharing.
- Coordinate a tribal climate needs assessment plan with tribal organization, liaisons, and CSC Directors where no assessments have taken place; identify existing assessments and

coordinate with entities that can support/provide information contributing to such assessments.

- Develop a structure to identify and inventory tribal climate science needs and input mechanisms for tribal feedback to influence tool development.
- Coordinate with tribal organization and liaisons to provide input into the development of draft 2-year tribal climate science strategies and coinciding implementation plans specific to each CSC service region.
- Work with each tribal organization, liaison, and USGS to support two interested tribes in initiating draft strategic adaptation plans or vulnerability assessments in each CSC region.
- Develop with partners Traditional Ecological Knowledge (TEK) integration strategic plan to improve climate adaptation that addresses: information security standards, ethical collection methods, tribal approval guidelines for secondary use (including third party agreements and data security). Coordinate review by tribes.
- Coordinate introductions and meetings with BIA trust managers and leaders needing advice and access to climate data and tools in order to incorporate climate change considerations into leadership and management decisions for improved climate preparedness and resilience.
- Provide training regarding the Department of the Interior's scientific integrity policies (Part 304 Departmental Manual Chapter 3 <http://elips.doi.gov/elips/0/doc/3045/Page1.aspx>) and serve as Science Integrity liaison.
- Coordinate with USGS for training on and compliance with USGS Fundamental Science Practices including following established procedures for review and USGS approval of all

science information products (http://www.usgs.gov/fsp/fsp_reviewprocedures.asp) and utilization of the USGS Information Product Data System (IPDS).

Appendix B: Statement of Work for Tribal Organization

Ultimately, once the the tribal organizations are selected and enter into a cooperative agreement with the BIA, the parties, including the assigned U.S. Geological Survey Climate Science Center, will cooperate in climate science to advance adaptation and resilience and technical support activities related to national, regional and field programs, including trust responsibilities under the BIA's jurisdiction. The tribal organization will provide technical support to tribes through: identifying tribal science needs; improving climate adaptation planning support; participating in forums to address regional training needs; and improving coordination of federal agencies to support tribal climate adaptation efforts. These tasks are part of integrated CSC tribal support efforts and include, but are not limited to, both research for climate change adaptation issues of tribal concern and technical science extension and liaison activities for tribes, including field visits to tribal and BIA trust managers and leaders needing advice and access to climate data and tools in order to incorporate climate change considerations into leadership and management decisions for improved climate preparedness and resilience.

1. The tribal organization will identify and select a tribal climate science liaison to address tribal climate change adaptation science needs. The tribal organization will identify candidates for the liaison position with a Ph.D. or M.S. in the physical, biological, or ecological sciences, natural resources, or relevant social sciences (M.S. acceptable with appropriate experience of three years or more). Knowledge and experience with traditional knowledge in the associated field is highly desirable. The tribal organization will identify individuals with strong communication skills to apply in work with tribes, government, non-governmental organizations, and other CSC customers.

2. The tribal organization will provide guidance in identification of the climate science needs through a sectoral workgroup coordinated by the liaison comprised of tribal organization professional membership (or other appropriate functional group).
3. The tribal organization will provide primary supervisory controls in coordination with the USGS Climate Science Center Director and the BIA Climate Science Coordinator including establishing the following:
 - a. Goals and objectives (previously approved by BIA and coordinated with CSC Director).
 - b. Work plan development (or other written agreement) regarding the integration of the incumbent into the CSC team, including functional supervisory responsibilities of the CSC Director (administrative accountability for travel, work schedule, office setting, research assignments, supervisory contact, and others as appropriate).
 - c. Annual audit or, at the request of the BIA, episodic audits of incumbent compliance with administrative controls.
4. The tribal organization will provide access to and resources for training opportunities for the qualified incumbent to build depth and breadth of experience to maintain and enhance relevant skills;
5. The tribal organization will manage and carry out all administrative functions associated with the provisions of services under this agreement.
 - a. Provide qualified personnel to perform and meet tribal climate science and other funded administrative management needs.
 - b. Personnel performing research activities under this agreement shall meet the requirements in the DOI Manual on Science Integrity, (Part 304 Departmental

Manual Chapter 3 <http://elips.doi.gov/elips/0/doc/3045/Page1.aspx>), and USGS Fundamental Science Practices (<<http://www.usgs.gov/fsp/policies.asp>).

- c. Provide administrative support (including supervision, timekeeping, minor office supplies, an individual computer compliant with the requirements of the host CSC, and travel-standards and documentation). Research equipment and supplies, equipment, facilities, and related services are the responsibility of the BIA or the USGS at the discretion of the BIA and the USGS.
6. The tribal organization will support the liaison in coordination of a workgroup (or other appropriate functional group with approval by the BIA) comprised of the organization's professional membership to identify climate adaptation research, policy, funding, or other needs or recommendations to federal partners to advance climate adaptation management for tribes.
7. The tribal organization will develop annual position goals, objectives, and milestones (to be approved by BIA and coordinated with the CSC Director) to ensure effective and efficient coordination and delivery of services. This will take place within one month of each Agreement year.
8. The tribal organization will develop, with the host CSC, a Memorandum of Understanding regarding integration of the incumbent into the CSC team, including functional supervision responsibilities of the CSC Director. Among these are included identification of tools and procedures for administrative accountability including travel, work schedule, office setting, research assignments, and other administrative functions as outlined in the MOU or other guiding document between the Tribal Organization and the CSC.

9. The tribal organization will follow reporting requirements via written regular summary progress reports.
10. When engaging in research activities, the tribal organization shall ensure the liaison complies with Department of Interior scientific integrity policies (Part 304 Departmental Manual Chapter 3 <http://elips.doi.gov/elips/0/doc/3045/Page1.aspx>), and USGS [Fundamental Science Practices \(<http://www.usgs.gov/fsp/policies.asp](http://www.usgs.gov/fsp/policies.asp)), including procedures for management review of documents submitted for publication to ensure consistency with accepted agreed upon standards of scientific integrity and quality.) In the instances when research is jointly published with a university, the respective university science integrity policy, if more stringent than the DOI policy, may be used, if BIA, USGS, and the respective university agree that such an arrangement is appropriate prior to conducting research.
11. Specific responsibilities, duties and activities to be provided by the Tribal Organization will be documented and mutually agreed to in subsequent written proposals, and incorporated as appendices to the cooperative agreement.

Appendix C: Minimum Qualification and Skills of Tribal Climate Science Liaison

At a Minimum the Individual(s) will have the following qualifications and skills:

- Ph.D. degree in one or more of the following: physical sciences, biological/ecological sciences, natural resources, or relevant social sciences from an accredited university, OR Master's degree in the above mentioned fields with at least three years of experience, including research methodologies, protocols and practices in the field of study. Knowledge and experience with traditional knowledge in the associated field is highly desirable.
- Knowledge of 1) climate change adaptation management in the aforementioned fields, and 2) research methodologies sufficient to understand and evaluate research proposals.
- Ability to communicate effectively with individuals and groups within government agencies, tribes, non-government organizations, and other CSC customers; and ability to comprehend, articulate, and represent diverse interests.
- Ability to articulate relevant climate change-related science issues and projects to tribal communities, non-scientists, and internal (CSC) and external researchers.
- Additionally, ability to identify and articulate emerging issues that affect or could affect the management, data analysis, evaluation, interpretation, and management principles in the context of climate change adaptation of tribal communities.
- Ability to communicate and coordinate in both verbal and written form; ability to clearly and concisely write scientific reports, publications, correspondence, and other written communication.

Knowledge of consensus building and group facilitation processes, thorough understanding of group dynamics, negotiation, mediation; and conciliation principles and techniques and skills

in consensus building and facilitation. Successful experience in the aforementioned processes and dynamics within tribal communities is desirable.

Appendix D: SOW for Tribal Climate Science Liaison

- The tribal climate science liaisons will work on direct extension support to tribes within the service area of the assigned Climate Science Center, 70% of their time will be dedicated to duties related to tribal-CSC communication network development, technical support for tribes and BIA trust managers, climate adaptation plan development, workshop coordination, etc.
- The liaisons will dedicate 20-25% of their time to climate research duties related to tribal climate research needs analysis, research focus identification, informing and advising tribes per applied research findings, publishing research in peer reviewed journals, etc.
- The liaison will serve 5-10% of their time in the capacity of a professional workgroup coordinator for a national workgroup made up of the tribal organization's professional membership (or other appropriate functional group with approval by the BIA) to identify climate adaptation research, policy, funding or other needs or recommendations for federal partners to advance climate adaptation management for tribes or non-tribal professionals facing similar climate adaptation preparedness or resiliency challenges.