



U.S. DEPARTMENT OF THE INTERIOR

U.S. GEOLOGICAL SURVEY

**USGS TEchnical training in Support of Native
American Relations (TESNAR) Program**

Call for Training Proposals

CLOSING DATE: March 8, 2024

Call for Training Proposals

The U.S. Geological Survey (USGS) TEchnical training in Support of Native American Relations (TESNAR) Program seeks proposals from USGS employees that request funding to design and conduct technical training for employees of Tribal governments or inter-tribal organizations. The TEsNAR Program is designed to strengthen the technical capacity of Tribal Nations in the management of their natural resources, and to establish and maintain relationships between the USGS and Tribal governments and their natural resource departments. The Program is intended to support projects that do not already have training funding available.

If you are interested in providing training through TEsNAR, please follow the guidance in this document carefully. **Please note that all funding is subject to availability.**

Closing Date: Submit the proposal, letters of support, and attestation from cost centers as to the accuracy of budget breakdowns to TESNAR@usgs.gov by COB **Friday, March 8, 2024**.

If you have questions, contact Shaleene Chavarria, Office of Tribal Relations, at TESNAR@usgs.gov.

Proposal Preparation and Submission Guidelines

All proposals and supporting documents (letters of support and cost center attestations) must be sent by COB **Friday, March 8, 2024**, to TESNAR@usgs.gov.

- Each section of the application must be complete. *Incomplete proposals will not be considered.*
- The Tribal letter of support must be submitted by the USGS employee—**not directly by the Tribal government or intertribal organization.**
- Applications will be ranked by the selected members of USGS's Office of Tribal Relations, who will use the criteria questions listed in the application below.
- Cost centers must attest to accuracy of budget breakdowns.
- Cost centers submitting multiple proposals should assign priority rankings to their applications (Application, Section A). However, while the team evaluating the proposals will consider center ranking in its decisions, such ranking will not automatically disqualify a lower-ranked proposal from receiving funding.
- A list of successful applications will be posted on the [Office of Tribal Relations SharePoint site](#).
- Applicants will be notified of funding decisions by early April, 2024.

If you have any questions regarding proposal preparation and allowable cost items, contact Shaleene Chavarria, Office of Tribal Relations, at TESNAR@usgs.gov.

Funding

As noted earlier, **all funding is subject to availability.**

Consider the following funding parameters before preparing a TASNAR proposal for a training:

- TASNAR funds may be used to cover USGS TASNAR instructor salaries, training material preparation, and overhead.
 - Applicants should request funding of no more than \$15,000. However, in the event that additional funds are available, applicants may describe how the proposed project could be scaled into a larger technical training project that includes deeper or more extensive training/certification and/or a wider tribal audience or tribes from a larger geographic area or region. *If scaling up the project is feasible, this consideration should be addressed in question 4.*
- Previous TASNAR recipients should not expect automatic follow-on funding for 2024 if they received awards in 2023. Completely new proposals, with all supporting documentation, are required and will undergo the proposal evaluation process.
- **The TASNAR Program should not substitute for science center support for such trainings.** Consider using center funds before submitting to the TASNAR program.
- TASNAR funding authorization expires on September 30, 2024. Project leaders must (1) notify Ms. Chavarria immediately if circumstances arise that will not allow expenditure of all awarded TASNAR funds, and (2) work with her to de-obligate those funds for reallocation.

Reporting Requirements

Reporting on completed TASNAR-funded technical training projects is essential for publicizing and maintaining support for the program. Upon the conclusion of the training, USGS Project Leaders must complete a reporting form (which will be provided with TASNAR award notifications) summarizing how the goals of the technical training were met. Along with the reporting form, a roster of the training attendees including their names and Tribal affiliations must be collected **at the beginning of the training session.**

Failure to submit the reporting form (including syllabus, class roster, and any applicable course materials) will influence consideration for future TASNAR applications, as this document is required to close out the project.

Application Instructions

A TASNAR proposal must contain the following sections:

1. Section A. Project Information
2. Section B. Description of Proposed Training
3. Section C. Answers to the Ranking Criteria
4. Letter of Support from the Tribal Government(s) / Intertribal Organizations whose employees will participate in the training (**submitted by you, not directly from the endorser**)

Submit a complete application by **Friday, March 8, 2024, to TASNAR@usgs.gov**.

Incomplete or late applications will not be considered.

A. PROJECT INFORMATION

Instructor Information¹

Name:
Phone No.:
E-mail Address:
Cost Center Name:
Cost Center Location (City, State, USGS Geographic Area, USGS Mission Area):

¹If a project involves multiple instructors or mission areas, provide a brief explanation after the cost center location information.

Technical Training Information

Course Title:
Accounting Contact Information (AO):
Name:
Phone No.:
E-mail Address:

Prior TASNAR Projects (if applicable)

List the amount of TASNAR funding received in the past 3 years (provide name of training, year of training, and amount received for each prior training project):

Cost Center Ranking

If the cost center administering the project is submitting more than one TASNAR application for FY 2024, indicate the relative priority ranking of this application (1 is highest priority):

Technical Training Details

Month that the training will be conducted:
Duration of the training (in days):
Number of students expected to participate:

Names of Tribal Nations expected to be represented in the training:
Platform that will be utilized to present remote training (if applicable):

Training Relevance to USGS Science Strategy Mission Areas (check all that apply)

Core Science Systems Ecosystems Energy and Minerals
 Natural Hazards Water Resources

B. DESCRIPTION OF TRAINING COURSE

- Provide a description of the course objectives. (*Limit: 360 words.*)
- Provide a brief explanation of the qualification of the individuals(s) who will be teaching and preparing the course materials. (*Limit: 360 words.*)

C. RANKING CRITERIA

Proposal applications will be ranked based on the criteria listed below as well as the description and merit of the training course proposed. Answer each criterion separately. For proposal applications that are related to previously awarded TSNAR funding, you must also answer question 10 (otherwise, skip). **Limit your responses to each ranking criteria to no more than 360 words.**

Criteria Questions:

1. Why is there a need for this training? Is there demonstrable Tribal support for this training?
2. How will the training assist Tribal employees to manage their natural resources while strengthening relations between Tribal governments and USGS ?
3. Provide a detailed budget outlining how the funds will be spent that is broken down in the following manner:
 - Total Cost of Training²:
 - Funds Requested from TSNAR:
 - Amount and percentage of Total that is Salary:
 - Amount and percentage of Total that is Overhead:
 - Amount and percentage of Total that is Operating Expenses (material preparation and delivery)
 - Other expenses (e.g. equipment to conduct training)
 - Funds Contributed by Other Sources (list amounts and sources). These are not in-kind funding sources.

²For in person training, please provide a change in cost of the training should the training have to be conducted remotely.

4. Request funding of no more than \$15,000. However, if additional funds are available, how would an increased budget benefit the training (e.g., by adding additional instructors, an extra day of training, additional training sites), and how much would this add to the original cost? Explain the added impacts of this additional training.
5. Will there be training products that can be reused for future training classes? If yes, describe what these are (i.e., workbooks, classroom materials, maps). Upon request, you may be asked to provide copies of your training products to the Office of Tribal Relations.
6. Only for training proposals that received FY 2023 TASNAR funding: Provide the dates on which you submitted your TASNAR Reporting Form. Provide a brief justification for additional TASNAR funds describing how continued funding is important for continued positive relations between Tribal governments and the USGS.

Reminder: The applicant's Cost Center Director must send an email to TESNAR@usgs.gov by **Friday, March 8, 2024**, attesting that the budget breakdown is accurate.