SPIPA

Entrepreneurial Program Center (EPC)

Program Overview for Tribal Partners

BIA Indian Business Incubators Program (IBIP) Application

This document explains the program and what your Tribe needs to do to take part. Your checklist and dates are in Section 5.

Prepared by: J.Reyes Date: 7/19/26

This document was prepared by SPIPA staff as a planning and communication tool. All new pass-thru projects, after funding and prior to implementation, will require an executed Memorandum of Agreement between SPIPA and the participating Tribes.

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1. Abstract

BIA Indian Business Incubators Program (IBIP)

Agency: U.S. Department of the Interior, Bureau of Indian Affairs, Office of Indian Economic Development (OIED)

Program: Indian Business Incubators Program (IBIP), NOFO BIA-IBIP-2026-OIED, Assistance Listing 15.032

Deadline: July 24, 2026, 11:59 PM ET, submitted through Grants.gov

Project Duration: 36 months, made up of three 12-month budget periods (FY27, FY28, FY29). The award start date is set by OIED at the time of award.

Estimated Budget: $400,000 per year in federal funds; $1,200,000 over three years

SPIPA Project Lead: Shawn McElhinney, Entrepreneurial Program Manager

Program Funding Goals

IBIP funds business incubators that serve reservation communities. The program looks for measurable results: Native businesses served, businesses established and sustained, jobs created and maintained, revenue growth, and capital accessed by participating businesses. OIED expects to make about 10 awards nationally, ranging from $300,000 to $400,000 per year.

Project Summary

SPIPA's Entrepreneurial Program Center (EPC) is an operating incubator serving Native entrepreneurs, artists, and youth across the five consortium Tribes: Chehalis, Nisqually, Shoalwater Bay, Skokomish, and Squaxin Island. The EPC facility opened in July 2024 and houses classrooms, client offices, a Maker Space, a Creator Space, and the 5Tribe Studio.

The program's results are documented. In FY25 alone, staff delivered 105 one-on-one business consultations and launched 23 business websites through three bootcamps, and youth built financial skills through

$pending Frenzy events across the consortium. Since inception, the program has supported the creation of 16 Native-owned businesses and 23 jobs in Native communities, with participating businesses reporting revenues from pre-launch to over $100,000.

IBIP funding sustains this work for three years and grows it: two full-time staff, the EPC facility, business training and cohorts (including Indianpreneurship), one-on-one coaching, subject matter expert instruction, youth financial education, and maker, creator, and studio access that moves participants from idea to production to sales. The aim is straightforward: more people served, more businesses formed and sustained, and more capital accessed by Native entrepreneurs.

Term and Funding, as the NOFO Describes It

- Awards are made for an initial 36-month term, consisting of three 12-month budget periods. Continuation beyond each 12-month budget period depends on availability of funds, satisfactory progress, and a determination that continued funding is in the best interest of the federal government.
- After the initial term, the award may be renewed for one additional 36-month term at the discretion of the OIED Director. A renewal is not automatic.
- Cost sharing is required. The initial term calls for a non-federal match of at least 25 percent of the grant amount requested. A renewal term requires at least 33 percent. OIED may waive the match, in whole or in part, on a written request under 25 CFR 1187.43.
- SPIPA intends to request a waiver of the match requirement. No match contribution is being requested from the Tribes.

2. Budget

The three-year budget below reflects SPIPA's current working figures (draft v3), organized by federal SF-424A object class categories. Figures are rounded to the nearest dollar.

Object Class Category (SF-424A)	Year 1 (FY27)	Year 2 (FY28)	Year 3 (FY29)	3-Year Total
a. Personnel	$ 166,452	$ 166,452	$ 166,452	$ 499,356
b. Fringe Benefits	$ 54,790	$ 54,790	$ 54,790	$ 164,369
c. Travel	$ 6,596	$ 7,100	$ 6,579	$ 20,276
d. Equipment	$ 0	$ 0	$ 0	$ 0
e. Supplies	$ 5,220	$ 5,916	$ 5,232	$ 16,368
f. Contractual	$ 5,400	$ 5,400	$ 5,400	$ 16,200
h. Other (facility, operations)	$ 105,185	$ 103,985	$ 105,190	$ 314,359
Total Direct Costs	**$ 343,643**	**$ 343,643**	**$ 343,643**	**$ 1,030,928**
Indirect Costs (16.4%)	**$ 56,357**	**$ 56,357**	**$ 56,357**	**$ 169,072**
Total Federal Request	**$ 400,000**	**$ 400,000**	**$ 400,000**	**$ 1,200,000**

What the budget covers:

- Personnel and fringe: two full-time staff who run training, coaching, youth programming, and facility operations.
- Travel: includes the required attendance of two project staff at an annual DOI and OIED grantee meeting, budgeted to Washington, DC at GSA rates, capped at $8,000 per year for both travelers, plus local travel.

- Contractual: subject matter expert instruction for trainings and Lunch and Learns.
- Other: the EPC facility lease, utilities, insurance, communications, outreach, and operating costs.
- Indirect costs are charged at SPIPA's federally negotiated rate of 16.4 percent.

If a match is required (25 percent of the federal request), it would be $100,000 per year. SPIPA intends to request a waiver and is not asking Tribes to contribute match.

3. Program Requirements

What taking part in the program involves.

- Who is served: Native entrepreneurs, artists, and youth of the five consortium Tribes and the reservation communities SPIPA serves.
- SPIPA certifies its eligibility as an established incubator (operational more than one year) and designates a program manager for the incubator.
- SPIPA agrees to a site evaluation by the Secretary as part of final selection, and to an annual programmatic and financial examination for the duration of the grant.
- IBIP funds may not duplicate other federal funding for the same activities.
- Two project staff attend the annual DOI and OIED grantee meeting each year of the award (already budgeted).
- SPIPA handles all federal financial and performance reporting under the award.

4. Application Requirements

What is required of SPIPA and participating Tribes at application.

- SPIPA submits the application through Grants.gov by July 24, 2026, 11:59 PM ET.
- SPIPA prepares all required components: SF-424 and SF-424A (first-year amounts), Project Abstract Summary, Project Narrative with a three-year plan, Budget Narrative with line-item budgets for all three years, Key Contacts, an indirect cost rate statement with SPIPA's negotiated rate agreement, and required certifications and attachments.
- Tribal Resolution or Authorization Letter: not required by the NOFO, but it strengthens the application and shows community support. The NOFO allows draft copies to be submitted with the application, with finalized documents to follow.
- Given the short application timeline, SPIPA expects to submit draft resolutions with the application and will forward signed versions to OIED as they are received from the Tribes.

Tribal Council Resolution or Authorization Letter

If your council chooses to provide one, the NOFO asks that it:

- Comes from an authorized official, such as the Chair, President, or their designee.
- Is issued in the fiscal year of the grant application.
- Authorizes or supports SPIPA's submission of the IBIP application on behalf of the consortium.
- Includes a brief description of the incubation project (SPIPA can provide ready-to-use language).

Key facts for the resolution:

- Funding: $400,000 per year in federal funds, $1,200,000 over the 36-month initial term (FY27 through FY29), with one possible 36-month renewal at OIED's discretion.
- Obligations: no Tribal match contribution is proposed. SPIPA administers the award and all reporting.

- Timing: the application is due July 24, 2026. A draft resolution received by then will be submitted with the application. Signed versions can be sent to SPIPA whenever the council completes them, and SPIPA will forward them to OIED.

5. Summary: Your Tribe's Checklist

What your Tribe needs to do, and by when. The detail for each item is in the sections above.

What	Who	By when
Review this overview with council or staff	Tribal stakeholders	As soon as possible
Decide whether your Tribe will provide a resolution or authorization letter (optional)	Tribal council	Before July 24, 2026 if possible
Send a draft resolution to SPIPA for inclusion with the application	Tribal staff	By July 24, 2026
Send the signed resolution to SPIPA once adopted; SPIPA forwards it to OIED	Authorized official / Tribal staff	When complete
Questions	Michael Pegarsch, michael.pegarsch@spipa.org; Joseph Reyes, jreyes@spipa.org	Any time