

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Indian Health Service

**Funding Opportunity for Increasing the Representation of American Indians and
Alaska Natives in Sanitation and Engineering Management**

Announcement Type: New

Funding Announcement Number: HHS-2024-IHS-SEM-0001

Assistance Listing (Catalog of Federal Domestic Assistance or CFDA) Number: 93.445

Key Dates

Application Deadline Date: July 10, 2024

Earliest Anticipated Start Date: August 1, 2024

I. Funding Opportunity Description

Statutory Authority

The Indian Health Service (IHS) is accepting an application for a Single (Sole) Source Cooperative Agreement from the American Indian Science and Engineering Society (AISES) for Increasing the Representation of American Indian and Alaska Native (AI/AN) people in science, technology, engineering, and mathematic (STEM) fields. This program is authorized under the Snyder Act, 25 U.S.C. 13; and the Transfer Act, 42 U.S.C. 2001(a). The Assistance Listings section of SAM.gov (<https://sam.gov/content/home>) describes this program under 93.445.

Background

Through a partnership with the AISES, the IHS Office of Environmental Health and Engineering (OEHE) seeks to increase the representation of AI/AN people in STEM fields by encouraging AI/AN people to join these fields and removing barriers to serving AI/AN communities.

The IHS is a Federal Agency responsible for providing comprehensive health services to AI/AN communities. The mission of the IHS is to raise the physical, mental, social, and spiritual health of American Indians and Alaska Natives to the highest level. The vision of the IHS is healthy communities and quality health care systems through strong partnerships and culturally responsive practices.

The mission of the IHS OEHE is to support the IHS Mission by:

- Providing optimum availability of functional, well maintained health care facilities and staff housing;
- Providing technical and financial assistance to AI/AN communities to promote a healthy environment through the cooperative development and continuing operation of safe water, wastewater, and solid waste systems and related support facilities; and
- Assisting each AI/AN community to achieve its unique goals for obtaining health care facilities and establishing and maintaining a healthy environment.

The AISES is a mature stage, national nonprofit organization dedicated to increasing the representation of AI/AN people in STEM fields. The AISES vision is for the next seven generations of Native people to be successful, respected, influential, and contributing members of our vast and ever-changing global community.

Purpose

The purpose of this program is to increase representation of AI/AN people in STEM fields by increasing visibility and awareness of lesser-known STEM applied public health occupational and student opportunities as well as the benefits of these opportunities.

Sanitation and engineering fields are often overlooked as applied public health STEM fields even though their work is the foundation of public health through providing and maintaining sanitary facilities and environments for homes and health care facilities. For example, the primary STEM occupational opportunities within the OEHE include civil and environmental (sanitation) engineering, general (health facility) engineering, and environmental health (sanitarian) professions (herein after collectively referred to as “sanitation and engineering”).

Even with the available opportunities and benefits, Indian country has chronic vacancy rates for civil and environmental (sanitation) engineering positions that are up to 50 percent in some locations. Locations with the highest chronic vacancy rates tend to also be the locations with the greatest need for sanitation and engineering services to provide access to safe drinking water; wastewater collection, treatment, and disposal; and solid waste facilities for tribal homes and communities lacking some or all of these essential sanitation services. Increasing the visibility of occupational and student opportunities will reduce chronic vacancy rates and increase access to sanitation for tribal homes and communities if the opportunities are properly marketed to the appropriate audience with the training and skills needed.

Unified and consistent recruitment and retention campaign across Indian country to

increase the visibility and awareness of occupational and student opportunities to AI/AN students and professionals so that they can take advantage of the available opportunities and related educational and career benefits. The IHS will ensure all available field opportunities are presented with accurate and up-to-date details and benefits to AI/AN students and professionals to increase representation of AI/ANs working in the STEM fields.

The AISES will accomplish this through the following:

- a. coordination with IHS of outreach efforts to AI/AN communities to increase awareness of STEM related occupations in sanitation and engineering fields such as but not limited to civil/environmental (or sanitation) engineering, healthcare facilities engineering, biomedical engineering, and environmental health officers (sanitarians) fields;
- b. collaboration with IHS to develop and implement programs by AISES and the IHS to increase the recruitment and retention of AI/AN STEM students in Indian country sanitation and engineering occupations;
- c. promotion of sanitation and engineering career opportunities, internships, and mentoring programs to AI/AN STEM students;
- d. sharing resources, job vacancy information, and expertise to enhance the recruitment and retention of AI/AN STEM students into sanitation and engineering fields; and
- e. evaluating and assessing the effectiveness of the activities implemented.

Required, Optional, and Allowable Activities

Under this award, required activities conducted by applicants should have a unified and consistent approach across all 12 IHS Areas to increase the visibility and awareness of occupational and student opportunities and benefits to AI/AN students and professionals. A unified and consistent approach will ensure all available STEM field opportunities are presented to AI/AN students and professionals with accurate, up-to-date details and benefits to increase representation of AI/AN people working in STEM fields.

The AISES will accomplish this through the following:

- a. Coordination with IHS outreach efforts to AI/AN communities to increase awareness of STEM applied public health occupations;
- b. Collaboration with IHS to develop and implement programs by AISES and the IHS to increase the recruitment and retention of AI/AN STEM students in STEM applied public health occupations;
- c. Promotion of STEM applied public health career opportunities, internships, and mentoring programs to increase AI/AN STEM students benefiting from participation in the programs;
- d. Sharing resources, job vacancy information, and expertise to enhance the recruitment and retention of AI/AN STEM students into STEM applied public health occupations; and
- e. Evaluating and assessing the effectiveness of the activities implemented.

Limited Competition Justification

The AISES is identified as a single (sole) source for this cooperative agreement. The AISES is a 501(c)(3) nonprofit public charity and leader in STEM opportunity in Indian

Country with both a membership base and Board of Directors that is 100 percent American Indian. Its current membership is over 7,000 individual student and professional members, 248 pre-college chapters, 199 college chapters, 20 professional chapters, and 3 Tribal chapters.

II. Award Information

Funding Instrument – Cooperative Agreement

Estimated Funds Available

The total funding identified for fiscal year (FY) 2024 is approximately \$30,000. We estimate \$215,000 in FY 2025, \$175,000 in FY 2026, \$175,000 in FY 2027 and \$150,000 for FY 2028. The funding available for competing and subsequent continuation awards issued under this announcement is subject to the availability of appropriations and budgetary priorities of the Agency. The IHS is under no obligation to make an award to the applicant selected for funding under this announcement.

Anticipated Number of Awards

The IHS anticipates issuing approximately one award for AISES under this program announcement.

Period of Performance

The period of performance is for 5 years.

Cooperative Agreement

Cooperative agreements awarded by the Department of Health and Human Services (HHS) are administered under the same policies as grants. However, the funding Agency, IHS, is anticipated to have substantial programmatic involvement in the project during

the entire period of performance. Below is a detailed description of the level of involvement required of the IHS.

Substantial Agency Involvement Description for Cooperative Agreement

The IHS will be responsible for the following activities:

- a. Participating in AISES events, conferences, and councils to increase familiarity of STEM opportunities to AI/AN students and professionals.

III. Eligibility Information

1. Eligibility

This award is offered as a single (sole) source cooperative agreement to the AISES.

Note: Please refer to Section IV.2 (Application and Submission

Information/Subsection 2, Content and Form of Application Submission) for

additional proof of applicant status documents required, such as proof of nonprofit status, etc.

2. Cost Sharing or Matching

The IHS does not require matching funds or cost sharing for grants or cooperative agreements.

3. Other Requirements

If the application is submitted with a budget request that exceeds the highest dollar amount outlined under Section II Award Information, Estimated Funds Available, or exceeds the period of performance outlined under Section II Award Information,

Period of Performance, it will be considered not responsive and will not be reviewed.

The IHS DGM will notify the applicant.

Additional Required Documentation

Proof of Nonprofit Status.

Organizations claiming nonprofit status must submit a current copy of the 501(c)(3).

Certificate with the application.

IV. Application and Submission Information

Grants.gov uses a Workspace model for accepting applications. The Workspace consists of several online forms and three forms in which to upload documents – Project Narrative, Budget Narrative, and Other Documents. Give your files brief descriptive names. The filenames are key in finding specific documents when processing awards. Upload all requested and optional documents individually, rather than combining them into a single file. Creating a single file causes confusion when trying to find specific documents. This can contribute to delays in processing awards.

1. Obtaining Application Materials

The application package and detailed instructions for this announcement are available at <https://www.Grants.gov>.

Please direct questions regarding the application process to DGM@ihs.gov.

2. Content and Form Application Submission

Mandatory documents for all applications are listed below. An application is incomplete if any of the listed mandatory documents are missing. Incomplete applications will not be considered.

- Application forms:
 1. SF-424, Application for Federal Assistance.

2. SF-424A, Budget Information – Non-Construction Programs.
 3. SF-424B, Assurances – Non-Construction Programs.
 4. Project Abstract Summary form.
- Project Narrative (not to exceed 25 pages). See Section IV.2.A, Project Narrative for instructions.
 - Budget Narrative (not to exceed 5 pages). See Section IV.2.B, Budget Narrative for instructions.
 - One-page Work Plan Chart.
 - Biographical sketches for all Key Personnel.
 - Certification Regarding Lobbying (GG-Lobbying Form).

The documents listed here may be required. Please read this list carefully.

- Letters of Support from organization’s Board of Directors. (if applicable).
- 501(c)(3) Certificate. (if applicable).
- Disclosure of Lobbying Activities (SF-LLL), if applicant conducts reportable lobbying.
- Copy of current Negotiated Indirect Cost (IDC) rate agreement (required in order to receive IDC).
- Documentation of current Office of Management and Budget (OMB) Financial Audit (if applicable).

Acceptable forms of documentation include:

1. Email confirmation from the Federal Audit Clearinghouse (FAC) that audits were submitted; or

2. Face sheets from audit reports. Applicants can find these on the FAC website at <https://facdissem.census.gov/>.

Public Policy Requirements

All Federal public policies apply to IHS grants and cooperative agreements. Pursuant to 45 CFR 80.3(d), an individual shall not be deemed subjected to discrimination by reason of their exclusion from benefits limited by Federal law to individuals eligible for benefits and services from the IHS. See <https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html>.

Requirements for Project and Budget Narratives

A. Project Narrative

This narrative should be a separate document that is no more than 25 pages and must: 1) have consecutively numbered pages; 2) use black font 12 point or larger (applicants may use 10 point font for tables); 3) be single-spaced; and 4) be formatted to fit standard letter paper (8-1/2 x 11 inches). Do not combine this document with any others.

Be sure to succinctly answer all questions listed under the evaluation criteria (refer to Section V.1, Evaluation Criteria), and place all responses and required information in the correct section noted below or they will not be considered. If the narrative exceeds the overall page limit, any content beyond the page limit will be ignored. The 25-page limit for the project narrative does not include the work plan, standard forms, budget, budget narratives, and/or other items. Page limits for each section within the project narrative are guidelines, not hard limits.

There are three parts to the project narrative: Part 1 – Program Information; Part 2 – Program Planning and Evaluation; and Part 3 – Program Report. See below for additional details about what must be included in the narrative.

Part 1: Program Information (limit – 5 pages)

Section 1: Needs

Provide a description of the need for assistance with offering this program. Applicant should demonstrate knowledge of: the challenges of AI/AN people in pursuing STEM careers and education; recruiting and retaining AI/AN people in STEM occupations; working with Federal agencies; and STEM workforce needs and trends.

Part 2: Program Planning and Evaluation (limit – 10 pages)

Section 1: Program Plans

This section should demonstrate the soundness and effectiveness of the proposal. The work plan should be designed to describe how and when assistance and support will be requested from the IHS; identify the anticipated or expected benefits for increasing AI/AN representation in STEM occupations across Indian country to provide direct service to underserved Tribal communities; and describe how and when assistance and support will be provided to potential AI/AN applicants to IHS STEM occupations.

Section 2: Program Evaluation

Describe fully and clearly the improvements that are expected to be made

in recruiting and retaining AI/AN STEM staff across Indian country to provide direct service to underserved Tribal homes and communities; describe your proposed methods of data collection and analysis; describe how data collection and analysis will be used to demonstrate performance and identify if and what future improvements are recommended for subsequent cycles; describe weaknesses and plans to mitigate or reduce impacts from the identified weaknesses; and identify any IHS resources that are needed and how resources will be used.

Part 3: Program Report (limit – 10 pages)

Section 1: Describe your organization’s significant program activities and accomplishments over the past 5 years associated with the goals of this announcement and include any that have been useful in evaluating need for improvements or measuring implemented improvements.

Please identify and describe significant program activities and achievements associated with increasing representation of AI/AN people in STEM fields. Provide a comparison of the actual accomplishments to the goals established for the project period, or if applicable, provide justification for the lack of progress. This should include attendance goals for national and regional conferences.

B. Budget Narrative (limit – 5 pages)

Provide a budget narrative that explains the amounts requested for each line item of the budget from the SF-424A (Budget Information for Non-Construction

Programs) for the entire project, by year. The applicant can submit with the budget narrative a more detailed spreadsheet than is provided by the SF-424A (the spreadsheet will not be considered part of the budget narrative). The budget narrative should specifically describe how each item would support the achievement of proposed objectives. Be very careful about showing how each item in the “Other” category is justified. Do NOT use the budget narrative to expand the project narrative.

3. Submission Dates and Times

Applications must be submitted through Grants.gov by 11:59 p.m. Eastern Time on the Application Deadline Date. Any application received after the application deadline will not be accepted. Grants.gov will notify the applicant via email if the application is rejected.

If technical challenges arise and assistance is required with the application process, contact Grants.gov Customer Support (see contact information at <https://www.Grants.gov>). If problems persist, contact Mr. Paul Gettys, Deputy Director, DGM, by email at DGM@ihs.gov. Please be sure to contact Mr. Gettys at least 10 days prior to the application deadline. Please do not contact the DGM until you have received a Grants.gov tracking number. In the event you are not able to obtain a tracking number, contact the DGM as soon as possible by email at DGM@ihs.gov.

The IHS will not acknowledge receipt of applications.

4. Intergovernmental Review

Executive Order 12372 requiring intergovernmental review is not applicable to this program.

5. Funding Restrictions

- Pre-award costs are allowable up to 90 days before the start date of the award provided the costs are otherwise allowable if awarded. Pre-award costs are incurred at the risk of the applicant.
- The available funds are inclusive of direct and indirect costs.
- Only one cooperative agreement may be awarded per applicant.

6. Electronic Submission Requirements

All applications must be submitted via Grants.gov. Please use the <https://www.Grants.gov> website to submit an application. Find the application by selecting the “Search Grants” link on the homepage. Follow the instructions for submitting an application under the Package tab. The IHS will not accept any applications submitted through any means outside of Grants.gov without an approved waiver.

If you cannot submit an application through Grants.gov, you must request a waiver prior to the application due date. You must submit your waiver request by email to DGM@ihs.gov. Your waiver request must include clear justification for the need to deviate from the required application submission process.

If the DGM approves your waiver request, you will receive a confirmation of approval email containing submission instructions. You must include a copy of the written approval with the application submitted to the DGM. Applications that do not

include a copy of the waiver approval from the DGM will not be reviewed. The Grants Management Officer of the DGM will notify the applicant via email of this decision. Applications submitted under waiver must be received by the DGM no later than 5:00 p.m. Eastern Time on the Application Deadline Date. Late applications will not be accepted for processing. Applicants that do not register for both the System for Award Management (SAM) and Grants.gov and/or fail to request timely assistance with technical issues will not be considered for a waiver to submit an application via alternative method.

You may update or correct your application after you have submitted it, if you resubmit before the application deadline. Go into Grants.gov, update the Workspace (correct or complete online forms, update new documents, replace uploaded documents), and submit the application again.

The IHS policy is to accept the last submitted application as the one you want us to consider. So, if you submit three applications, we will only look at the last one, based on the date and time Grants.gov received it.

Please be aware of the following:

- Please search for the application package in <https://www.Grants.gov> by entering the Assistance Listing number or the Funding Opportunity Number. Both numbers are located in the header of this announcement.
- If you experience technical challenges while submitting your application, please contact Grants.gov Customer Support (see contact information at <https://www.Grants.gov>).

- Upon contacting Grants.gov, obtain a tracking number as proof of contact. The tracking number is helpful if there are technical issues that cannot be resolved and a waiver from the Agency must be obtained.
- Applicants are strongly encouraged not to wait until the deadline date to begin the application process through Grants.gov as the registration process for SAM and Grants.gov could take up to 20 working days.
- Please follow the instructions on Grants.gov to include additional documentation that may be requested by this funding announcement.
- Applicants must comply with any page limits described in this funding announcement.
- After submitting the application, you will receive an automatic acknowledgment from Grants.gov that contains a Grants.gov tracking number. The IHS will not notify you that the application has been received.

System for Award Management

Organizations that are not registered with the SAM must access the SAM online registration through the SAM home page at <https://sam.gov>. Organizations based in the United States (U.S.) will also need to provide an Employer Identification Number from the Internal Revenue Service that may take an additional 2-5 weeks to become active. Please see SAM.gov for details on the registration process and timeline.

Registration with the SAM is free of charge but can take several weeks to process.

Applicants may register online at <https://sam.gov>.

Unique Entity Identifier

Your SAM.gov registration now includes a Unique Entity Identifier (UEI), generated by SAM.gov, which replaces the DUNS number obtained from Dun and Bradstreet.

SAM.gov registration no longer requires a DUNS number.

Check your organization's SAM.gov registration as soon as you decide to apply for this program. If your SAM.gov registration is expired, you will not be able to submit an application. It can take several weeks to renew it or resolve any issues with your registration, so do not wait.

Check your Grants.gov registration. Registration and role assignments in Grants.gov are self-serve functions. One user for your organization will have the authority to approve role assignments, and these must be approved for active users in order to ensure someone in your organization has the necessary access to submit an application.

The Federal Funding Accountability and Transparency Act of 2006, as amended ("Transparency Act"), requires all HHS recipients to report information on sub-awards. Accordingly, all IHS recipients must notify potential first-tier sub-recipients that no entity may receive a first-tier sub-award unless the entity has provided its UEI number to the prime recipient organization. This requirement ensures the use of a universal identifier to enhance the quality of information available to the public pursuant to the Transparency Act.

Additional information on implementing the Transparency Act, including the specific requirements for SAM, are available on the DGM Grants Management, Policy Topics website at <https://www.ihs.gov/dgm/policytopics/>.

V. Application Review Information

The project narrative and budget narrative should include the proposed activities for the entire period of performance. The project narrative should be written in a manner that is clear, well organized, succinct, and contain all information necessary to fully understand the project. Attachments requested in the criteria do not count toward the page limit for the narratives:

1. Evaluation Criteria

A. Introduction and Need for Assistance

This section should demonstrate knowledge of the challenges faced by AI/AN people in pursuing STEM careers and education; culturally appropriate approaches and methods of recruiting and retaining AI/AN people in STEM occupations; working with Federal Agencies; and current STEM workforce needs and trends.

B. Project Objective(s), Work Plan and Approach

This section should demonstrate that a sound and effective annual work plan will be designed and describe how and when assistance and support will be provided to the IHS; and describe how and when assistance and support will be provided to potential AI/AN applicants to IHS STEM occupations in the OEHE.

C. Program Evaluation

This section should demonstrate planned and regular evaluation of the program that will ensure accomplishment of program goals by describing fully

and clearly the improvements that are expected to be made to recruiting and retaining AI/AN STEM staff; the planned methods of data collection and analysis; and how performance metrics will be applied to their data collection and analysis.

D. Organizational Capabilities, Key Personnel, and Qualifications

This section should outline the broader capacity of the organization to complete the project outlined in the work plan. It should include the identification of personnel responsible for completing tasks and the chain of responsibility for the successful completion of the project. This section should describe the following:

- a. The structure of the organization.
- b. Key personnel who will work on the project with bios including experience, qualifications, and identification of the tasks each will be responsible for on the project.
- c. Equipment, tools, and facility space that will be available for use during the proposed project and including information about any equipment, tools, or facility space that will not be available as part of the project.
- d. The ability of the organization to manage the proposed project and include information regarding similarly sized projects in scope and financial assistance as well as other cooperative agreements, partnerships, and projects successfully completed.

E. Categorical Budget and Budget Justification

This section should provide a clear estimate of the project program costs and justification for expenses for the entire cooperative agreement period. The budget and budget justification should be consistent with the tasks identified in the work plan and should include:

- a. Categorical budget (Form SF-424A, Budget Information Non Construction Programs) completed for the first budget period.
- b. Narrative justification for all costs, explaining how they relate to or support the proposed project activities including sufficient details to facilitate the determination of allowable costs.
- c. Indication of any special start-up costs (if applicable).

2. Review and Selection

The application will be prescreened for eligibility and completeness as outlined in this funding announcement. An incomplete application or an application that is not responsive to the administrative thresholds (budget limit, period of performance limit) will not be funded. The DGM will notify the applicant of this determination.

The applicant must address all program requirements and provide all required documentation.

3. Notifications of Disposition

The applicant will hear from program if there are any deficiencies and if pre-award negotiations are necessary.

A. Award Notice for Funded Application

The Notice of Award (NoA) is the authorizing document for which funds are

dispersed to the approved entities and reflects the amount of Federal funds awarded, the purpose of the award, the terms and conditions of the award, the effective date of the award, the budget period, and period of performance. The entity approved for funding must have a user account in GrantSolutions to retrieve the NoA. Please see the Agency Contacts list in Section VII for the systems contact information.

NOTE: Any correspondence, other than the official NoA executed by an IHS grants management official announcing to the project director that an award has been made to their organization, is not an authorization to implement their program on behalf of the IHS.

VI. Award Administration Information

1. Administrative Requirements

The Award issued under this announcement is subject to, and is administered in accordance with, the following regulations and policies:

A. The criteria as outlined in this program announcement.

B. Administrative Regulations for Awards:

- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards currently in effect or implemented during the period of award, other Department regulations and policies in effect at the time of award, and applicable statutory provisions. At the time of publication, this includes 45 CFR part 75, at <https://www.govinfo.gov/content/pkg/CFR-2022-title45-vol11/pdf/CFR->

2022-title45-vol1-part75.pdf.

- If you receive an award, HHS may terminate it if any of the conditions in 2 CFR 200.340(a)(1)-(4) are met. Please review all HHS regulatory provisions for Termination at 2 CFR 200.340, at the time of this publication located at <https://www.govinfo.gov/content/pkg/CFR-2023-title2-vol1/pdf/CFR-2023-title2-vol1-sec200-340.pdf>.

C. Grants Policy:

- HHS Grants Policy Statement, Revised January 2007, at <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>.

D. Cost Principles:

- Uniform Administrative Requirements for HHS Awards, “Cost Principles,” at 45 CFR part 75 subpart E, at the time of this publication located at <https://www.govinfo.gov/content/pkg/CFR-2022-title45-vol1/pdf/CFR-2022-title45-vol1-part75-subpartE.pdf>.

E. Audit Requirements:

- Uniform Administrative Requirements for HHS Awards, “Audit Requirements,” at 45 CFR part 75 subpart F, at the time of this publication located at <https://www.govinfo.gov/content/pkg/CFR-2022-title45-vol1/pdf/CFR-2022-title45-vol1-part75-subpartF.pdf>.

- F. As of August 13, 2020, 2 CFR part 200 was updated to include a prohibition on certain telecommunications and video surveillance services or equipment.

This prohibition is described in 2 CFR 200.216, at the time of this publication located at <https://www.govinfo.gov/content/pkg/CFR-2023-title2-vol1/pdf/CFR-2023-title2-vol1-sec200-216.pdf>. This will also be described in the terms and conditions of every IHS grant and cooperative agreement awarded on or after August 13, 2020.

2. Indirect Costs

This section applies if the awardee requests reimbursement of IDC in their application budget. In accordance with HHS Grants Policy Statement, Part II-27, the IHS requires applicants to obtain a current IDC rate agreement and submit it to the DGM prior to the DGM issuing an award. The rate agreement must be prepared in accordance with the applicable cost principles and guidance as provided by the cognizant agency or office. A current rate covers the applicable award activities under the current award's budget period. If the current rate agreement is not on file with the DGM at the time of award, the IDC portion of the budget will be restricted. The restrictions remain in place until the current rate agreement is provided to the DGM.

Please refer to 2 CFR 200.414(f) Indirect (F&A) costs, found at <https://www.govinfo.gov/content/pkg/CFR-2023-title2-vol1/pdf/CFR-2023-title2-vol1-sec200-414.pdf>.

Electing to charge a de minimis rate of 10 percent can be used by applicants that have received an approved negotiated indirect cost rate from HHS or another cognizant Federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis rate. When the applicant chooses this method, costs

included in the indirect cost pool must not be charged as direct costs to the award.

Available funds are inclusive of direct and appropriate indirect costs. Approved indirect funds are awarded as part of the award amount, and no additional funds will be provided.

Generally, IDC rates for IHS recipients are negotiated with the PSC Division of Cost Allocation (you can find information about them and contact information at <https://www.hhs.gov/about/agencies/asa/psc/indirect-cost-negotiations/index.html>) or the Department of the Interior (Interior Business Center) at <https://ibc.doi.gov/ICS/indirect-cost/tribal>. For questions regarding the indirect cost policy, please write to DGM@ihs.gov.

3. Reporting Requirements

The recipient must submit required reports consistent with the applicable deadlines. Failure to submit required reports within the time allowed may result in suspension or termination of an active award, withholding of additional awards for the project, or other enforcement actions such as withholding of payments or converting to the reimbursement method of payment. Continued failure to submit required reports may result in the imposition of special award provisions and/or the non-funding or non-award of other eligible projects or activities. This requirement applies whether the delinquency is attributable to the failure of the recipient organization or the individual responsible for preparation of the reports. Per DGM policy, all reports must be submitted electronically by attaching them as a “Grant Note” in GrantSolutions. Personnel responsible for submitting reports will be required to

obtain a login and password for GrantSolutions. Please use the form under the Recipient User section of <https://www.grantsolutions.gov/home/getting-started-request-a-user-account/>. Download the Recipient User Account Request Form, fill it out completely, and submit it as described on the web page and in the form.

The reporting requirements for this program are noted below.

A. Progress Reports

Program progress reports are required annually. The progress reports are due within 60 days after the reporting period ends (specific dates will be listed in the NoA Terms and Conditions). These reports must include a brief comparison of actual accomplishments to the goals established for the period, a summary of progress to date or, if applicable, provide sound justification for the lack of progress, and other pertinent information as required. Recipient must submit a final report within 120 days of the period of performance end date.

B. Financial Reports

Federal Financial Reports are due 90 days after the end of each budget period, and a final report is due 120 days after the end of the period of performance.

Recipients are responsible and accountable for reporting accurate information on all required reports: the Progress Reports and the Federal Financial Report.

Failure to submit timely reports may result in adverse award actions blocking access to funds.

C. Data Collection and Reporting

Program data collection and reporting requirements are the following: (1)

in-person event demographics including attendee type (i.e. high school student, college student, exhibitor, etc.) and STEM areas of interest or study; (2) the name, Tribal affiliation, school, and major of any IHS travel sponsored scholars if applicable; and (3) resume database demographics including education level, STEM discipline, and career level (i.e. entry-level, mid-career, etc.).

The IHS will utilize this data to perform outreach and promotion of the most current and active opportunities, to determine IHS staff required to participation at events, and cross reference the names of attendees with hired employees to assess performance of the program.

D. Post Conference Award Reporting

The following requirements were enacted in Section 3003 of the Consolidated Continuing Appropriations Act, 2013, Public Law No. 113-6, 127 Stat. 198, 435 (2013), and; Office of Management and Budget Memorandum M-17-08, Amending OMB Memorandum M-12-12: All HHS/IHS awards containing funds allocated for conferences will be required to complete a mandatory post award report for all conferences. Specifically: The total amount of funds provided in this award/cooperative agreement that were spent for “Conference X” must be reported in the final detailed actual costs within 15 calendar days of the completion of the conference. Cost categories to address should be: (1) Contract/Planner, (2) Meeting Space/Venue, (3) Registration website, (4) Audio Visual, (5) Speakers Fees, (6) Non-Federal Attendee Travel, (7) Registration Fees, and (8) Other.

E. Federal Sub-award Reporting System (FSRS)

This award may be subject to the Transparency Act sub-award and executive compensation reporting requirements of 2 CFR part 170.

The Transparency Act requires the OMB to establish a single searchable database, accessible to the public, with information on financial assistance awards made by Federal Agencies. The Transparency Act also includes a requirement for recipients of Federal awards to report information about first-tier sub-awards and executive compensation under Federal assistance awards.

The IHS has implemented a Term of Award into all IHS Standard Terms and Conditions, NoAs, and funding announcements regarding the FSRS reporting requirement. This IHS Term of Award is applicable to all IHS grant and cooperative agreements issued on or after October 1, 2010, with a \$25,000 sub-award obligation threshold met for any specific reporting period.

For the full IHS award term implementing this requirement and additional award applicability information, visit the DGM Grants Management website at <https://www.ihs.gov/dgm/policytopics/>.

F. Non-Discrimination Legal Requirements for Recipients of Federal Financial Assistance (FFA)

If you receive an award, you must follow all applicable nondiscrimination laws.

You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance (HHS-690). To learn more, see

<https://www.hhs.gov/civil-rights/for-providers/laws-regulations->

guidance/laws/index.html. Pursuant to 45 CFR 80.3(d), an individual shall not be deemed subjected to discrimination by reason of their exclusion from benefits limited by Federal law to individuals eligible for benefits and services from the IHS.

G. Federal Awardee Performance and Integrity Information System (FAPIIS)

The IHS is required to review and consider any information about the applicant that is in the FAPIIS at <https://sam.gov/content/fapiis> before making any award in excess of the simplified acquisition threshold (currently \$250,000) over the period of performance. An applicant may review and comment on any information about itself that a Federal awarding agency previously entered. The IHS will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants, as described in 45 CFR 75.205.

As required by 45 CFR part 75 Appendix XII of the Uniform Guidance, non-federal entities (NFEs) are required to disclose in FAPIIS any information about criminal, civil, and administrative proceedings, and/or affirm that there is no new information to provide. This applies to NFEs that receive Federal awards (currently active grants, cooperative agreements, and procurement contracts) greater than \$10 million for any period of time during the period of performance of an award/project.

Mandatory Disclosure Requirements

As required by 2 CFR part 200 of the Uniform Guidance, and HHS implementing regulations at 45 CFR part 75, the IHS must require an NFE or an applicant for a Federal award to disclose, in a timely manner, in writing to the IHS or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

All applicants and recipients must disclose in writing, in a timely manner, to the IHS and to the HHS Office of Inspector General, all information related to violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. 45 CFR 75.113.

Disclosures must be sent in writing to:

U.S. Department of Health and Human Services

Indian Health Service

Division of Grants Management

ATTN: Marsha Brookins, Director

5600 Fishers Lane, Mail Stop: 09E70

Rockville, MD 20857

(Include "Mandatory Grant Disclosures" in subject line)

Office: (301) 443-5204

Fax: (301) 594-0899

Email: DGM@ihs.gov

AND

U.S. Department of Health and Human Services

Office of Inspector General

ATTN: Mandatory Grant Disclosures, Intake Coordinator

330 Independence Avenue, SW, Cohen Building

Room 5527

Washington, DC 20201

URL: <https://oig.hhs.gov/fraud/report-fraud/>

(Include “Mandatory Grant Disclosures” in subject line)

Fax: (202) 205-0604 (Include “Mandatory Grant Disclosures” in subject line) or

Email: MandatoryGranteeDisclosures@oig.hhs.gov

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (see 2 CFR part 180 and 2 CFR part 376).

VII. Agency Contacts

1. Questions on the program matters may be directed to:

Ms. Melissa de Vera, Assistant Director

Indian Health Service Headquarters, Division of Sanitation Facilities Construction

5600 Fishers Lane, Mail Stop: 10N13

Rockville, MD 20897

Phone: (240) 461-4126

Email: melissa.devera@ihs.gov

2. Questions on awards management and fiscal matters may be directed to:

Indian Health Service, Division of Grants Management

5600 Fishers Lane, Mail Stop: 09E70

Rockville, MD 20857

Email: DGM@ihs.gov

3. For technical assistance with Grants.gov, please contact the Grants.gov help desk at (800) 518-4726, or by email at support@grants.gov.
4. For technical assistance with GrantSolutions, please contact the GrantSolutions help desk at (866) 577-0771, or by email at help@grantsolutions.gov.

VIII. Other Information

The Public Health Service strongly encourages all grant, cooperative agreement, and contract recipients to provide a smoke-free workplace and promote the non-use of all tobacco products. In addition, Public Law 103-227, the Pro-Children Act of 1994, prohibits smoking in certain facilities (or in some cases, any portion of the facility) in which regular or routine education, library, day care, health care, or early childhood development services are provided to children. This is consistent with the HHS mission to protect and advance the physical and mental health of the American people.

Roselyn Tso,

Director,

Indian Health Service.