

Notice of Funding Opportunity  
Application due January 13, 2025










Office of Direct Service and Contracting Tribes

# Tribal Management Grant (TMG) Program

Opportunity number: HHS-2025-IHS-TMD-0001



# Contents

Before you begin	<u>3</u>
 <b>Step 1: Review the Opportunity</b>	<b><u>4</u></b>
Basic information	<u>5</u>
Eligibility	<u>6</u>
Program description	<u>8</u>
 <b>Step 2: Get Ready to Apply</b>	<b><u>14</u></b>
Get registered	<u>15</u>
Find the application package	<u>15</u>
 <b>Step 3: Prepare Your Application</b>	<b><u>16</u></b>
Application contents and format	<u>17</u>
 <b>Step 4: Learn About Review and Award</b>	<b><u>22</u></b>
Application review	<u>23</u>
 <b>Step 5: Submit Your Application</b>	<b><u>30</u></b>
Application submission and deadlines	<u>31</u>
Application checklist	<u>33</u>
 <b>Step 6: Learn What Happens After Award</b>	<b><u>34</u></b>
Post-award requirements and administration	<u>35</u>
 <b>Contacts and Support</b>	<b><u>37</u></b>



# Before you begin

If you believe you are a good candidate for this funding opportunity, secure your [SAM.gov](#) and [Grants.gov](#) registrations now. If you are already registered, make sure your registrations are active and up-to-date.

## **SAM.gov registration (this can take several weeks)**

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

[See Step 2: Get Ready to Apply](#)

## **Grants.gov registration (this can take several days)**

You must have an active Grants.gov registration. Doing so requires a Login.gov registration as well.

[See Step 2: Get Ready to Apply](#)

## **Apply by the application due date**

Applications are due by 11:59 p.m. Eastern Time on January 13, 2025.



To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.



# Step 1:

# Review the Opportunity

## In this step

Basic information	<a href="#">5</a>
Eligibility	<a href="#">6</a>
Program description	<a href="#">8</a>

# Basic information

## Indian Health Service

Office of Direct Service and Contracting Tribes

## Funding opportunity for the Tribal Management Grant Program

## Summary

The Tribal Management Grant (TMG) Program is a competitive grant program offering capacity building and developmental support for federally recognized Indian Tribes and Tribal Organizations (T/TO). The TMG Program was established to help T/TOs prepare for assuming all or part of existing IHS programs, functions, services, and activities (PFSAs) and further develop and improve Tribal health management capabilities. The program has been available since shortly after enactment of the Indian Self-Determination and Education Assistance Act of 1975 (ISDEAA) in 1975.

## Funding details

**Type:** Grant

**Competition type:** New

**Expected total program funding:** The total funding identified for fiscal year (FY) 2025 is approximately \$2,464,000.

**Expected number of awards:** Approximately 14 to 16 awards will be issued under this program announcement.

**Funding range per applicant for the first budget period:** Individual award amounts for the first budget year are anticipated to be between \$50,000 and \$150,000.

The period of performance varies based on the project type selected. Period of performance is from 1 to 3 years. Please see the project type section for additional details.

Continuation funding depends on the availability of funds and agency budget priorities.



Have questions?  
See [Contacts and Support](#).

## Key facts

**Opportunity name:** Tribal Management Grant (TMG) Program

**Opportunity number:** HHS-2025-IHS-TMD-0001

**Announcement type:** New

**Assistance listing:** 93.228

## Key dates

**Application deadline:** January 13, 2025

**Expected award date:** March 1, 2025

**Expected earliest start date:** March 1, 2025

See [other submissions](#) for other time frames that may apply to this NOFO.

# Eligibility

## Eligible applicants

Only these types of organizations may apply:

### Federally recognized Indian Tribes

An Indian Tribe, as defined by 25 U.S.C. 1603(14). The term “Indian Tribe” means any Indian Tribe, band, nation, or other organized group or community, including any Alaska Native village or group, or regional or village corporation, as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

### Tribal organizations

A Tribal organization as defined by 25 U.S.C. 1603(26). The term “Tribal organization” has the meaning given the term in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304(l)): “Tribal organization’ means the recognized governing body of any Indian Tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; provided, that in any case where a contract is let or grant made to an organization to perform services benefiting more than one Indian Tribe, the approval of each such Indian Tribe shall be a prerequisite to the letting or making of such contract or grant.”

You must submit letters of support or Tribal Resolutions from the Tribes you will serve. See [attachments](#).

### Eligibility exceptions

- Individuals, including sole proprietorships and foreign organizations, are not eligible.
- We do not fund concurrent projects under this program. If you get an award under this announcement, we cannot later fund you under a subsequent opportunity for the same program while this award is active.
- Tribes prohibited under the Alaska Moratorium from receiving funds pursuant to the ISDEAA may not apply. See section 424(a) of the Consolidated

Appropriations Act, 2014, Public Law No. 113-76, as amended by section 445 of the Consolidated Appropriations Act, 2023, Public Law No. 117-328, and the Continuing Appropriations Act, 2024 and Other Extensions Act, Public Law No. 118-15.

See [statutory authority](#).

## Completeness and responsiveness criteria

We will review your application to make sure it:

- Is from an organization that meets all eligibility criteria.
- Does not request funding above the award ceiling shown in the [funding range](#).
- Is submitted by the [deadline](#).

## Application limits

Applicants may submit applications for 1 project type only. An application must state the project type selected. Any application that addresses more than 1 project type will be considered ineligible and will not be reviewed.

## Cost sharing

**This program has no cost-sharing requirement.**

If you choose to include cost-sharing funds, we will not consider it during our review. However, we will hold you accountable for any funds you add, including through reporting.

# Program description

## Background

The TMG Program provides competitive grants to federally recognized Indian Tribes and Tribal Organizations (T/TOs) to:

- Establish goals and performance measures for current health programs.
- Assess current management capacity to determine if new components are appropriate.
- Analyze programs to determine if a T/TO's management is practicable.
- Develop infrastructure systems to manage or organize PFSAs.

## Project types

The TMG Program consists of 4 project types:

- Feasibility study
- Planning
- Evaluation study
- Health management structure

Applicants may submit applications for 1 project type only. An application must state the project type selected. Any application that addresses more than 1 project type will be considered ineligible and will not be reviewed.

The maximum funding levels noted must include both direct and indirect costs. Application budgets may not exceed the maximum funding level or period of performance identified for a project type. Any application with a budget or period of performance that exceeds the maximum funding level or period of performance will be considered ineligible and will not be reviewed.

### **1. Feasibility study (Maximum funding/project period: \$70,000/12 months)**

A feasibility study must include a study of a specific IHS program or segment of a program to determine if Tribal management of the program is possible. The study shall present the planned approach, training, and resources required to assume Tribal management of the program.



The study must include the following 4 components:

- Health needs and health care service assessments that identify existing health care services and delivery systems, program divisibility issues, health status indicators, unmet needs, volume projections, and demand analysis.
- Management analysis of existing management structures, proposed management structures, implementation plans and requirements, and personnel staffing requirements and recruitment barriers.
- Financial analysis of historical trends data, financial projections, new resource requirements for program management costs, and analysis of potential revenues from Federal and non-federal sources.
- Decision statement or report that incorporates findings (sustainability, etc.), conclusions, and recommendations. The study and recommendations report will be presented to the Tribal governing body for determination regarding whether Tribal program assumption is desirable or warranted.

## **2. Planning (Maximum funding/project period: \$50,000/12 months)**

Planning projects involve data collection to establish goals and performance measures for health programs operation or anticipated PFSA's under a title I contract.

Planning projects will specify the design of health programs and the management systems (including appropriate policies and procedures) to accomplish the health priorities of the T/TO. For example, planning projects could include the development of a Tribe-specific health plan or a strategic health plan, etc.

Please view the updated [Healthy People information and Healthy People 2030 objectives](#). The United States (U.S.) Public Health Service encourages applicants submitting strategic health plans to address specific objectives of Healthy People 2030.

## **3. Evaluation study (Maximum funding/project period: \$50,000/12 months)**

An evaluation study must include a systematic collection, analysis, and interpretation of data for the purpose of determining the impact of a program.

The evaluation study could involve:

- Evaluating the goals and objectives, policies and procedures, or programs regarding targeted groups.

- Determining the effectiveness and efficiency of a T/TO's program operations (i.e., direct services, financial management, personnel, data collection and analysis, third-party billing, etc.).
- Determining the appropriateness of new components of a T/TO's program operations that will help efforts to improve Tribal health care delivery systems.

#### **4. Health management structure (Average funding/project period: \$100,000/12 months; maximum funding/project period: \$300,000/36 months)**

The first-year funding level is limited to \$150,000 for multi-year projects.

The Health Management Structure component allows for implementation of systems to manage or organize programs, functions, services, and activities (PFSAs). This includes the design, improvement, and correction of management systems that address weaknesses identified through quality control measures, internal control reviews, and audit report findings under required financial audits and ISDEAA requirements.

Management structures include:

- Health department organizations.
- Health boards.
- Financial management systems, including systems for accounting, personnel, third-party billing, medical records, management information systems, etc.

For the minimum standards for the management systems used by a T/TO when carrying out Self-Determination contracts, please see 25 CFR part 900, Contracts Under the Indian Self-Determination and Education Assistance Act, subpart F — “Standards for Tribal or Tribal Organization Management Systems,” 900.35—900.60.

For operational provisions applicable to carrying out Self-Governance compacts, please see 42 CFR part 137, Tribal Self-Governance, Subpart I — “Operational Provisions,” 137.160—137.220.

## Purpose

The purpose of this program is to:

- Enhance and develop health management infrastructure.
- Help T/TOs in assuming all or part of existing IHS PFSAs through a title I ISDEAA contract.
- Help established title I ISDEAA contractors and title V ISDEAA compactors to further develop and improve management capability.

Tribal Management Grants are available to T/TOs under the authority of 25 U.S.C. 5322(e) for:

- Obtaining technical help from providers designated by the T/TO (including T/TOs that operate mature contracts) for the purposes of program planning and evaluation. This includes the development of:
  - Any management systems necessary for contract management.
  - Cost allocation plans for indirect cost rates.
- Planning, designing, monitoring, and evaluating Federal programs serving T/TOs, including Federal administrative functions.

## Funding policies and limitations

### Limitations

- Pre-award costs are allowable up to 90 days before the start date of the award, provided the costs are otherwise allowable if awarded. If you incur pre-award costs, you do so at your own risk.
- The purchase of food is not an allowable cost.

For guidance on some types of costs that we restrict or do not allow, see 45 CFR part 75, [General Provisions for Selected Items of Cost](#).

### Policies

Total award funds include both direct and indirect costs.

Each applicant can receive only 1 award under this program.

Support beyond the first budget year will depend on:

- Appropriation of funds.
- Satisfactory progress in meeting your project's objectives.
- A decision that continued funding is in the government's best interest.

If we receive more funding for this program, we will consider:

- Funding more applicants.
- Extending the period of performance.
- Awarding supplemental funding.

## Salary rate limitation

The salary rate limitation in the current appropriations act applies to this program. As of January 2024, the salary rate limitation is \$221,900. We will update this limitation in future years.

## Program income

Program income is money earned from your award-supported project activities. You must use program income for the purposes and under the conditions of the award. Find more about program income at [45 CFR 75.307](#).

## Indirect costs

Indirect costs have a common or joint purpose across more than 1 project and cannot be easily separated by project. Learn more at [45 CFR 75.414](#), Indirect Costs.

To charge indirect costs you can select 1 of 2 methods:

**Method 1 — Approved rate.** You currently have an indirect cost rate approved by your cognizant federal agency.

Usually, IHS recipients negotiate their rates with the Department of Health and Human Services (HHS) or the Department of the Interior (see Interior Business Center). For questions regarding the indirect cost policy, please write to [DGM@ihs.gov](mailto:DGM@ihs.gov).

**Method 2 — *De minimis* rate.** Per 2 CFR 200.414(f), if you have never received a negotiated indirect cost rate, you may elect to charge a de minimis rate. If you are awaiting approval of an indirect cost proposal, you may also use the de minimis rate. If you choose this method, costs included in the indirect cost pool must not be charged as direct costs.

This rate is 15% of modified total direct costs (MTDC). See 2 CFR 200.1 for the definition of MTDC.

## Statutory authority

This program is authorized under the Snyder Act, 25 U.S.C. 13; the Transfer Act, 42 U.S.C. 2001(a); and the Indian Self-Determination and Education Assistance Act (ISDEAA), Public Law 93-638, as amended, 25 U.S.C. 5322(b)(2) and 25 U.S.C. 5322(e).



# Step 2:

## Get Ready to Apply

### In this step

Get registered	<a href="#"><u>15</u></a>
Find the application package	<a href="#"><u>15</u></a>

# Get registered

You must be registered in both SAM.gov and Grants.gov to apply. You can review the requirements and get started on developing your application before your registrations are complete.

## SAM.gov

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier. SAM.gov registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](#) and select **Get Started**. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

When you register or update your SAM.gov registration, you must agree to the [financial assistance general certifications and representations](#). You must agree to those for grants specifically, as opposed to contracts, because the 2 sets of agreements are different. You will have to maintain your registration throughout the life of any award.

## Grants.gov

You must also have an active account with [Grants.gov](#). You can see step-by-step instructions at the [Grants.gov Quick Start Guide for Applicants](#).

**Need help?** See [Contacts and Support](#).

# Find the application package

The application package has all the forms you need to apply. You can find it online. Go to [Grants Search at Grants.gov](#) and search for opportunity number HHS-2025-IHS-TMD-0001.

After you choose the opportunity, we recommend you select **Subscribe** to get updates.



# Step 3:

# Prepare Your Application

## In this step

Application contents and format

17



# Application contents and format

Applications include 5 main components. This section includes guidance on each. Make sure you include each of these:

Component	Grants.gov form
<a href="#">Project abstract</a>	Use the Project Abstract Summary form.
<a href="#">Project narrative</a>	Use the Project Narrative Attachment form.
<a href="#">Budget narrative</a>	Use the Budget Narrative Attachment form.
<a href="#">Attachments</a>	Insert each in a single Other Attachments form.
<a href="#">Required forms</a>	Upload using each required form.

See requirements for the optional [notice of intent](#) and [other submissions](#).

Your organization's authorized official must certify your application.

We will provide instructions on document formats in the following sections.

If you do not provide the required documents, your application is incomplete. See [completeness and responsiveness criteria](#) and [initial review](#) to understand what may disqualify your application from consideration.

## Project abstract

Provide a self-contained summary of your proposed project, including the purpose and expected outcomes. Do not include any proprietary or confidential information. We use this information when we receive public information requests about funded projects.

## Required format for project and budget narrative

**Font size:** 12-point font

Footnotes, tables, and text in graphics may be 10-point.

**Font color:** Black

**Spacing:** Single-spaced

**Margins:** 1-inch

**Size:** 8.5 by 11 inches

Include consecutive page numbers.

**Formats:** While the forms for project and budget narratives are PDF, you may upload Word, Excel, or PDF files to those forms.

## Project narrative

**Page limit:** 15 pages

**Filename:** Project Narrative

To create your project narrative:

- Follow the headings in the project narrative components table in order.
- Use the [merit review criteria](#) to determine what you need to include.
- Describe your proposed project and activities for the full period of performance.
- Stay within the overall page limit, or we will remove pages beyond that. We recommend page limits for subsections in the table, but they are guidance only.

**Table: Project narrative components**

Heading	Recommended page limit
<a href="#">Introduction and need for assistance</a>	2 pages
<a href="#">Project objectives, work plan, and approach</a>	9 pages
<a href="#">Program evaluation</a>	2 pages
<a href="#">Organizational capabilities, key personnel, and qualifications</a>	2 pages

# Budget narrative

**Page limit:** 5 pages

**Filename:** Budget Narrative

The budget narrative supports the information you provide in Standard Form 424-A. See [other required forms](#).

It includes added detail and justifies the costs you ask for. As you develop your budget, consider:

- If the costs are reasonable and consistent with your project's purpose and activities.
- The restrictions on spending funds. See [funding policies and limitations](#).
- HHS now uses the definitions for [equipment](#) and [supplies](#) in 2 CFR 200.1. The new definitions change the threshold for equipment to the lesser of the recipient's capitalization level or \$10,000 and the threshold for supplies to below that amount.

Be sure to do the following in your budget narrative:

- Show each line item in your SF-424A, organized by budget category.
- Provide the information for the entire period of performance, broken down by year.
- For each line item, describe:
  - How the costs support achieving the project's proposed objectives.
  - How you calculated or arrived at the cost.
- Take care to explain each item in the "other" category and why you need it.
- Do not use the budget narrative to expand your project narrative.

If you like, you can also include a spreadsheet that provides more detail than the SF-424A. If you do, we will not count it toward the page limit.

## Attachments

You will upload attachments in Grants.gov using a single Other Attachments Form.

## Tribal Resolution

If you are a Tribal or Tribal Organization applicant, you must submit an official, signed Tribal Resolution with your application. The tribal resolution must specifically mention support for this grant program. If you cannot provide a final resolution with your application, you can submit a draft. If you submit a draft with your application, you must send a final resolution before we can make an award.

If you propose serving more than one Tribe, you must submit a resolution from each.

If your organization has a governing structure other than a Tribal Council, you may substitute an equivalent document such as a letter of support or letter of commitment. Please include documentation explaining and justifying the substitution.

## Work plan chart

Attach a 1-page work plan chart or timetable that summarizes the work plan in your project description by outlining your activities and outcomes.

The work plan should include activities for the entire period of performance.

## Indirect cost agreement

If you include indirect costs in your budget using an approved rate, include a copy of your current agreement approved by your [cognizant agency for indirect costs](#). If you use the *de minimis* rate, you do not need to submit this attachment.

## Biographical sketches

For key personnel, attach biographical sketches for positions that are filled. If a position is not filled, attach a short description of the position and its qualifications.

## Letter of support

Attach letters of support from your organization's board of directors, if relevant, and for any key partners collaborating and named in your proposal.

## Audit documentation

You must provide documentation of required audits. You can submit either of the following:

- Email confirmation from the Federal Audit Clearinghouse (FAC) showing that you submitted the audits.
- Face sheets from audit reports. You can find these on the [FAC website](#).

## Other required forms

You will need to complete some required forms. Upload the required forms listed here at Grants.gov. You can find them in the NOFO [application package](#) or review them and their instructions at [Grants.gov Forms](#).

Forms	Submission Requirement
Application for Federal Assistance (SF-424)	With application.
Budget Information for Non-Construction Programs (SF-424A)	With application.
Project/Performance Site Location	With application
Grants.gov Lobbying Form	With application.
Key Contacts	With application
Disclosure of Lobbying Activities (SF-LLL)	If applicable, with the application.



# Step 4:

# Learn About Review and Award

## In this step

Application review

23

# Application review

## Initial review

We will review your application to make sure that it meets both the [completeness criteria](#) and the [responsiveness criteria](#). If your application does not meet these criteria, we will not move it to the merit review phase.

We will not review any pages that exceed the page limit.

## Merit review

The Review Committee reviews all applications that pass the initial review. The members use the following criteria.

We will send your authorized official an Executive Summary Statement within 30 days after we complete the reviews. This statement will outline the strengths and weaknesses of your application.

## Criteria

Criterion	Total number of points = 100
1. Introduction and need for assistance	20 points
2. Project objectives, work plan, and approach	40 points
3. Program evaluation	20 points
4. Organizational capabilities, key personnel, and qualifications	15 points
5. Budget narrative	5 points

## Introduction and need for assistance

### Maximum points: 20

- Describe the T/TO's current health operation. Include a list of programs and services that are currently provided (e.g., federally funded, state-funded, etc.), information regarding technologies currently used (e.g., hardware, software, services, etc.), and identify the source(s) of technical support for those technologies (i.e., Tribal staff, Area office IHS, vendor, etc.). Include information regarding whether the T/TO has a health department and/or health board and how long it has been operating.

- Describe the population to be served by the proposed project. Include the total number of eligible IHS beneficiaries currently using the services.
- Describe the geographic location of the proposed project, including any geographic barriers to health care users in the area to be served.
- Identify all TMGs received since FY 2014, dates of funding, and a summary of project accomplishments. State how previous TMG funds facilitated the progression of health development relative to the current proposed project. (Copies of reports will not be accepted.)
- Identify the eligible project type and priority group of the applicant.
- Explain the need or reason for the proposed TMG project. Identify specific weaknesses and gaps in service or infrastructure that will be addressed by the proposal. Explain how these gaps and weaknesses will be assessed.
- If the proposed TMG project includes information technology (i.e., hardware, software, etc.), provide further information regarding measures that have occurred or will occur to ensure the proposed project will not create other gaps in services or infrastructure (e.g., negatively affect or impact IHS interface capability, Government Performance and Results Act reporting requirements, contract reporting requirements, Information Technology (IT) compatibility, etc.), if applicable.
- Describe the effect of the proposed TMG project on current programs (e.g., federally funded, state-funded, etc.), and, if applicable, on current equipment (e.g., hardware, software, services, etc.). Include the effect of the proposed project on planned or anticipated programs and equipment.
- Address how the proposed TMG project relates to the purpose of the TMG Program by addressing the appropriate description that follows:
  - Identify whether the T/TO is an IHS title I contractor. Address if the Self-Determination contract is a master contract of several programs or if individual contracts are used for each program. Include information regarding whether or not the T/TO participates in a consortium contract (i.e., more than one Tribe participating in a contract). Address what programs are currently provided through those contracts and how the proposed TMG project will enhance the organization's capacity to manage the contracts currently in place.
  - Identify if the T/TO is not an IHS title I contractor. Address how the proposed TMG project will enhance the organization's management capabilities, what programs and services the organization is currently seeking to contract, and an anticipated date for contract.



- Identify if the T/TO is an IHS title V compactor. Address when the T/TO entered into the compact and how the proposed project will further enhance the organization's management capabilities.

## Project objectives, work plan, and approach

### Maximum points: 40

- The proposed project objectives must be:
  - Measurable and (if applicable) quantifiable.
  - Results-oriented.
  - Time-limited.
  - **Example:** By installing new third-party billing software, the Tribe proposes to increase the number of claims processed by 15 percent within 12 months.
- For each objective, address how the proposed TMG project will result in change or improvement in program operations or processes. Also address what tangible products are expected from the project (i.e., policies and procedures manual, health plan, etc.).
- Address the extent to which the proposed project will build local capacity to provide, improve, or expand services that address the needs of the target population.
- Submit a work plan in the Other Attachments that includes the following:
  - Action steps on a timeline for accomplishing the proposed project objectives.
  - Who will perform the action steps?
  - Who will supervise the action steps taken?
  - Tangible products that will be produced during and at the end of the proposed project.
  - Who will accept and/or approve work products during the duration of the proposed TMG project and at the end of the proposed project?
  - A description of any training activities proposed. This description will identify the target audience and training personnel.
  - Work plan evaluation activities.
- If consultants or contractors will be used during the proposed project, please complete the following information in their scope of work. (If consultants or contractors will not be used, please make note in this section):
  - Educational requirements.

- Desired qualifications and work experience.
- Expected work products to be delivered, including a timeline.
- If potential consultants or contractors have already been identified, please upload a resume for each consultant or contractor in the Other Attachments on Grants.gov.
- Describe updates that will be required for the continued success of the proposed TMG project (i.e., revision of policies/procedures, upgrades, technical support, etc.). Include a timeline of anticipated updates and/or maintenance.

## Program evaluation

### Maximum points: 20

- Each proposed objective requires an evaluation activity (such as a logic model) to assess its progression and ensure completion. This should be included in the work plan.
- Describe the proposal's plan to evaluate project processes and outcomes.
  - Outcome evaluation relates to the results identified in the objectives. For outcome evaluation, describe:
    - The criteria for determining whether each objective was met.
    - The data to be collected to determine whether the objective was met.
    - Data collection intervals.
    - Who will be responsible for collecting the data and their qualifications.
    - Data analysis method.
    - How the results will be used.
  - Process evaluation relates to the work plan and activities of the project. For process evaluation, describe:
    - The process for monitoring and assessing potential problems, then identifying quality improvements.
    - Who will be responsible for monitoring and managing project improvements based on results of ongoing process improvements and their qualifications.
    - Provide details with regards to the ways ongoing monitoring will be used to improve the project.

- Describe any products, such as manuals or policies, that might be developed and how they might lend themselves to replication by others.
- How the T/TO will document what is learned throughout the project period.
- Describe any additional evaluation efforts planned after the grant period has ended.
- Describe the ultimate benefit to the T/TO that is expected to result from this project. An example would be a T/TO's ability to expand preventive health services because of increased billing and third-party payments.

## Organizational capabilities, key personnel, and qualifications

### Maximum points: 15

- This section outlines the T/TO's capacity to complete the proposal outlined in the work plan. It includes the identification of personnel responsible for completing tasks and the chain of responsibility for completion of the proposed plan.
- Provide the organizational structure of the T/TO.
- Provide information regarding plans to obtain management systems if a T/TO does not have an established management system currently in place that complies with 25 CFR part 900 subpart F, "Standards for Tribal or Tribal Organization Management Systems." State if management systems are already in place and how long the systems have been in place.
- Describe the ability of the T/TO to manage the proposed project. Include information regarding similarly sized projects in scope and financial assistance as well as other grants and projects successfully completed.
- Describe equipment (e.g., fax machine, telephone, computer, etc.) and facility space (i.e., office space) that will be available for use during the proposed project. Include information about any equipment not currently available that will be purchased through the grant.
- List key project personnel and their titles in the work plan.
- Provide the position descriptions and resumes for all key personnel as Other Attachments in Grants.gov. The included position descriptions should: (1) clearly describe each position's duties; and (2) indicate desired qualifications and project-associated experience. Each resume must include a statement indicating that the proposed key personnel is explicitly qualified to carry out the proposed project activities. If no current candidate for a position exists, please provide a statement to that effect in the Other Attachments.

- If an individual is partially funded by this grant, indicate the percentage of his or her time to be allocated to the project and identify the resources used to fund the remainder of that individual's salary.
- Address how the T/TO will sustain the proposal created positions after the grant expires. Please indicate if the project requires additional personnel (i.e., information technology support, etc.). If no additional personnel are required, please indicate that in this section.

## Categorical budget and budget justification

### Maximum points: 5

- Provide a categorical budget for the first budget period.
- If indirect costs are claimed, indicate and apply the current negotiated rate to the budget. Include a copy of the rate agreement in the Other Attachments.
- Provide a narrative justification explaining why each categorical budget line item is necessary and relevant to the proposed project. Include sufficient cost and other details to facilitate the determination of cost allowability (e.g., equipment specifications, etc.).

We do not consider [cost sharing](#) during merit review.

## Risk review

Before making an award, we review the risk that you will not prudently manage Federal funds. We need to make sure you have handled any past Federal awards well and demonstrated sound business practices. We use SAM.gov [Responsibility / Qualification](#) to check this history for all awards likely to be over \$250,000. You can comment on your organization's information in SAM.gov. We will consider your comments before making a decision about your level of risk.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see [45 CFR 75.205](#).

## Selection process

When making funding decisions, we consider:

- Merit review results. These are key in making decisions but are not the only factor.
- The larger portfolio of Agency-funded projects, including the diversity of project types and geographic distribution.

- The past performance of the applicant. We may choose not to fund applicants with management or financial problems.
- We may:
  - Fund applications in whole or in part.
  - Fund applications at a lower amount than requested.
  - Decide not to allow a recipient to subaward if they may not be able to monitor and manage subrecipients properly.
  - Choose to fund no applications under this NOFO.

## Award notices

After we review and select applications for award, we will let you know the outcome.

## Unsuccessful applications

We will email you or write you a letter if your application is disqualified or unsuccessful.

## Approved but unfunded applications

It is possible that we could approve your application, but do not have enough funds to make an award. If so, we will hold your application for 1 year. If funding becomes available during the year, we may reconsider funding your application.

## Approved applications

If you are successful, we will create a Notice of Award (NoA). You will need a [GrantSolutions](#) user account to retrieve your NoA.

The NoA is the only official award document. The NoA tells you about the amount of the award, important dates, and the terms and conditions you need to follow. Until you receive the NoA, you do not have permission to start work.

By drawing down funds, you accept the terms and conditions of the award.



# Step 5:

# Submit Your Application

## In this step

Application submission and deadlines	<a href="#"><u>31</u></a>
Application checklist	<a href="#"><u>33</u></a>

# Application submission and deadlines

See [find the application package](#) to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. See [get registered](#). You will have to maintain your registration throughout the life of any award.

## Deadlines

### Application

**You must submit your application by January 13, 2025, at 11:59 PM ET.** See [exemptions for paper submissions](#).

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept the last on-time submission.

The grants management officer may extend an application due date based on emergency situations such as documented natural disasters or a verifiable widespread disruption of electric or mail service.

## Application submission

**You must submit your application through Grants.gov.** See [get registered](#).

For instructions on how to submit in Grants.gov, see the [Quick Start Guide for Applicants](#). Make sure that your application passes the Grants.gov validation checks or we may not get it. Do not encrypt, zip, or password-protect any files.

See [Contacts and Support](#) if you need help.

## Exemptions

If you cannot submit through Grants.gov, you must request a waiver before the application due date. Send your waiver request to [DGM@ihs.gov](mailto:DGM@ihs.gov). Include a clear justification for your need to deviate from the required application submission process. Failure to register in SAM.gov or Grants.gov in a timely way is not cause for a waiver. We will not accept applications outside of Grants.gov without an approved waiver.

We will email you if we approve your waiver. This notification will include submission instructions. If we approve your waiver, we must receive your application by 5 pm ET on the application deadline.

## Other submissions

### Intergovernmental review

This NOFO is not subject to Executive Order 12372, Intergovernmental Review of Federal Programs. No action is needed.

### Optional notice of intent

We ask that you let us know if you plan to apply for this opportunity. We do this to plan for the number of expert reviewers we will need to evaluate applications. You do not have to submit a notice of intent to apply.

Please email the notice to [DGM@ihs.gov](mailto:DGM@ihs.gov).

In your email, include:

- The funding opportunity number and title.
- Your organization's name and address.
- A contact name, phone number, and email address.

See the [deadline](#) for notices of intent.



# Application checklist

Make sure that you have everything you need to apply:

Component	Grants.gov form	Page limit
<input type="checkbox"/> <a href="#">Project abstract</a>	Use the Project Abstract Summary Form.	1 page
<input type="checkbox"/> <a href="#">Project narrative</a>	Use the Project Narrative Attachment form.	15 pages
<input type="checkbox"/> <a href="#">Budget narrative</a>	Use the Budget Narrative Attachment form.	5 pages
<p><b><a href="#">Attachments</a></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tribal resolution</li> <li><input type="checkbox"/> Work plan chart</li> <li><input type="checkbox"/> Indirect cost agreement</li> <li><input type="checkbox"/> Biographical sketches</li> <li><input type="checkbox"/> Letters of support</li> <li><input type="checkbox"/> Audit documentation</li> <li><input type="checkbox"/> Optional attachments</li> </ul>	Insert each in a single Other Attachments form.	None
<p><b><a href="#">Other required forms</a></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application for Federal Assistance (SF-424)</li> <li><input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A)</li> <li><input type="checkbox"/> Project/Performance Site Location</li> <li><input type="checkbox"/> Grants.gov Lobbying Form</li> <li><input type="checkbox"/> Key Contacts</li> <li><input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL)</li> </ul>	Upload using each required form.	None



# Step 6:

# Learn What Happens After Award

## In this step

Post-award requirements and administration [35](#)

# Post-award requirements and administration

## Administrative and national policy requirements

There are important rules you need to know if you get an award. You must follow:

- All terms and conditions in the Notice of Award. We incorporate this NOFO by reference.
- The rules listed [45 CFR part 75](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, or any superseding regulations. Effective October 1, 2024, HHS adopted the following superseding provisions:
  - [2 CFR 200.1](#), Definitions, Modified Total Direct Cost.
  - [2 CFR 200.1](#), Definitions, Equipment.
  - [2 CFR 200.1](#), Definitions, Supplies.
  - [2 CFR 200.313\(e\)](#), Equipment, Disposition.
  - [2 CFR 200.314\(a\)](#), Supplies.
  - [2 CFR 200.320](#), Methods of procurement to be followed.
  - [2 CFR 200.333](#), Fixed amount subawards.
  - [2 CFR 200.344](#), Closeout.
  - [2 CFR 200.414\(f\)](#), Indirect (F&A) costs.
  - [2 CFR 200.501](#), Audit requirements.
- The [HHS Grants Policy Statement](#) (GPS). This document has terms and conditions tied to your award. If there are any exceptions to the GPS, they will be listed in your Notice of Award.
- All Federal statutes and regulations relevant to Federal financial assistance, including those highlighted in the [HHS Administrative and National Policy Requirements](#).

## Reporting

If you are successful, you will have to submit financial and performance reports and possibly reports on specific types of activities. Your Notice of Award outlines the specific requirements and deadlines. To learn more about reporting, see:

- [Performance Progress Reports](#).
- [Progress Report Requirements](#).
- [Financial Reporting](#).

If your award includes funds for a conference, you must submit a report for all conferences.

If you do not submit your reports on time, we could:

- Suspend or terminate your award.
- Withhold payments.
- Move you to a reimbursement payment method.
- Withhold future awards.
- Take other enforcement actions.
- Impose special award conditions if the situation continues.

## Nondiscrimination and assurance

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 the [Laws and Regulations Enforced by the HHS Office for Civil Rights](#).

## Termination

If we determine that priorities have changed, or that the project cannot attain its goals, we can terminate the award. See [45 CFR 75.372\(a\)\(2\)](#).

If we decide to terminate the award, we will provide notice and an explanation to all recipients before the end of the budget period. Before termination, recipients may provide comments on the notice. Termination is a discretionary action that is not subject to appeal.



# Contacts and Support

## In this step

Agency contacts	<a href="#"><u>38</u></a>
Grants.gov	<a href="#"><u>38</u></a>
SAM.gov	<a href="#"><u>38</u></a>
GrantSolutions	<a href="#"><u>38</u></a>
Reference websites	<a href="#"><u>39</u></a>

# Agency contacts

## Program and eligibility

**Kenneth A. Coriz**

[kenneth.coriz@ihs.gov](mailto:kenneth.coriz@ihs.gov)

301-443-5668

## Grants management and financial

[DGM@ihs.gov](mailto:DGM@ihs.gov)

## Review process and application status

[DGM@ihs.gov](mailto:DGM@ihs.gov)

## Grants.gov

Grants.gov provides 24/7 support. You can call 1-800-518-4726 or email [support@grants.gov](mailto:support@grants.gov). Hold on to your ticket number.

If problems persist, contact the Office of Grants Management at [DGM@ihs.gov](mailto:DGM@ihs.gov). Please do so at least 10 days before the application due date.

## SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

## GrantSolutions

For help, please contact the GrantSolutions help desk at 866-577-0771, or by email at [help@grantsolutions.gov](mailto:help@grantsolutions.gov).

# Reference websites

- [U.S. Department of Health and Human Services \(HHS\)](#)
- [Division of Grants Management | Indian Health Service \(IHS\)](#)
- [Grants Training Tools | Division of Grants Management \(ihs.gov\)](#)
- [Grants.gov Accessibility Information](#)
- [Code of Federal Regulations \(CFR\)](#)
- [United States Code \(U.S.C.\)](#)