



March 26, 2025

Dear Urban Indian Organization Leader:

I am writing to inform you about the fiscal year 2025 Indian Health Service (IHS) Urban Emergency Fund (UEF). The UEF is a limited, discretionary allocation fund managed by the IHS Office of Urban Indian Health Programs (OUIHP) to address some of the costs incurred during one-time, non-recurring emergencies and disaster relief efforts involving Urban Indian Organizations (as defined by 25 U.S.C. § 1603(29)). The OUIHP has allocated up to \$250,000 to the UEF. Funding is not guaranteed and is subject to the availability of appropriations.

To be eligible for the UEF, an Urban Indian Organization (UIO) must have a contract with the IHS pursuant to 25 U.S.C. § 1653. For purposes of accessing the UEF, an emergency is defined as a sudden, urgent, usually unexpected occurrence or occasion that requires immediate action to avoid imminent or substantial endangerment to public health or safety. These funds are not intended for administration, maintenance, ongoing operations, or any other purpose unrelated to an emergency or disaster relief effort by a UIO.

To make a UEF request, a UIO must submit a written request to the applicable IHS Area Director, with copies to the Area Chief Contracting Officer and the UIO's Contracting Officer Representative, as soon as reasonably practicable after the emergency. The written correspondence must include the following information:

- a. Describe the emergency situation;
- b. Identify the requested amount;
- c. Explain the rationale for the amount and how funds will be used;
- d. A confirmation that emergency funds are not within the UIO's existing budget;
- e. Note any specific time requirements for receiving funds to provide maximum benefit and/or avoid further significant harm; and
- f. State the impact of not receiving the emergency funds.

The Area Director will perform a comprehensive review of the UIO's UEF request and work with IHS Headquarters Offices to provide a final review, and develop a recommendation for my signature.

If you have any questions about the UEF process or requirements, please contact Mr. Rick Mueller, Acting Director, OUIHP, IHS, by telephone at (301) 892-1746, or by email at [rick.mueller@ihs.gov](mailto:rick.mueller@ihs.gov).

Sincerely,

Phillip B.  
Smith -S

Digitally signed by Phillip  
B. Smith -S  
Date: 2025.03.26  
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P. Benjamin Smith, M.B.A., M.A.  
Acting Director