










Division of Grants Management

# **Tribal Self-Governance Planning Cooperative Agreement Program**

Opportunity number: HHS-2025-IHS-TSGP-0002



# 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>7</u>
	Program description	<u>10</u>
	<b>Step 2: Get Ready to Apply</b>	<b><u>15</u></b>
	Get registered	<u>16</u>
	<b>Step 3: Write Your Application</b>	<b><u>17</u></b>
	Application contents and format	<u>18</u>
	<b>Step 4: Learn About Review and Award</b>	<b><u>24</u></b>
	Application review	<u>25</u>
	<b>Step 5: Submit Your Application</b>	<b><u>29</u></b>
	Application submission and deadlines	<u>30</u>
	Application checklist	<u>32</u>
	<b>Step 6: Learn What Happens After Award</b>	<b><u>33</u></b>
	Post-award requirements and administration	<u>34</u>
	<b>Contacts and Support</b>	<b><u>36</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 August 1, 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	<u>5</u>
Eligibility	<u>7</u>
Program description	<u>10</u>

# Basic information

## Indian Health Service (IHS)

Division of Grants Management

The Planning Cooperative Agreement provides resources to Tribes that are interested in entering the Tribal Self-Governance Planning (TSGP) or expanding their program offerings.

## Summary

The TSGP allows Tribes to negotiate with the IHS to assume Programs, Services, Functions, and Activities (PSFAs), in whole or in part. This gives Tribes the authority to manage and tailor health care programs to best suit the needs of their communities.

Participation in the TSGP gives Tribes flexibility to tailor their health care needs by choosing one of three ways to get health care from the Federal Government for their citizens.

Tribes can choose to:

- Get health care services directly from the IHS.
- Contract with the IHS to administer individual programs and services the IHS would otherwise provide (referred to as Title I Self-Determination Contracting).
- Compact with the IHS to assume control over health care programs the IHS would otherwise provide (referred to as Title V Self-Governance Compacting or the TSGP).

These options are not exclusive. Tribes may choose to combine options based on their individual needs and circumstances.

This Planning Cooperative Agreement's purpose is to provide resources to:

- Tribes interested in entering the TSGP.
- Existing Self-Governance Tribes interested in assuming new or expanded PSFAs.



Have questions?

See [Contacts and Support](#).

## Key facts

**Opportunity name:**

Tribal Self-Governance  
Planning Cooperative  
Agreement Program

**Opportunity number:**

HHS-2025-IHS-  
TSGP-0002

**Announcement type:**

New

**Assistance listing:**

93.444

## Key dates

**Application submission**

**deadline:** August 1, 2025

**Expected award date:**

September 1, 2025

**Expected earliest start**

**date:** September 1, 2025

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

# Funding details

**Type:** Cooperative agreement

**Competition Type:** New

**Expected total program funding:** \$540,000

**Expected number of awards:** 3

**Funding range per applicant for the first budget period:** \$180,000 to \$180,000

We expect to fund projects in a single one-year budget period for a total period of performance of one year.

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

# 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 [statutory authority](#).

## Other eligibility criteria

Applicant must get approval from each Indian Tribe participating in self-governance by resolution or other official action. See 25 U.S.C. 5383(c)(1)(B).

- Note: If the applicant has already successfully completed the planning phase required and requested participation in the IHS Tribal Self-Governance Program by official Tribal action, then the applicant is not eligible for this funding opportunity.

Applicant must show a history of financial stability and ability to manage finances for 3 consecutive fiscal years. See 25 U.S.C. 5383(c)(1)(C).

Meeting the eligibility criteria for a Planning Cooperative Agreement does not mean that a T/TO is eligible for participation in the IHS TSGP under Title V of the ISDEAA. See 25 U.S.C. 5383, 42 CFR 137.15-23.

For more information on the eligibility for the IHS TSGP, please visit the "[Eligibility and Funding](#)" page on the [OTSG website](#).

## Completeness and responsiveness criteria

We will review your application to make sure it meets the following requirements:

- Is from an organization that meets all eligibility criteria.
- Does not request funding above the award ceiling shown in the [funding range](#).
- Is not submitted after the [deadline](#).
- Includes a draft or final tribal resolution.

## Application limits

The IHS does not fund concurrent projects. If you get funding under this announcement, you will not get funding under any future applications in the same program.

We do not accept applications from individuals (including sole proprietorships) and foreign organizations. Such applications will be disqualified from competitive review and funding under this opportunity.

Note: For more application requirements (such as Tribal Resolutions, proof of nonprofit status, etc.), please refer to Section IV.2 (Application and Submission Information/Subsection 2, Content and Form of Application Submission).



# 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 TSGP is more than an IHS program. It is an expression of the relationship between the United States (U.S.) and Indian Tribes.

The TSGP allows Tribes to negotiate with the IHS to assume PSFAs, in whole or in part. This gives Tribes the authority to manage and tailor health care programs to best suit the needs of their communities.

Tribes have the flexibility to tailor their health care needs by choosing one of three ways to get health care from the Federal Government for their citizens.

Tribes can choose to:

- Get health care services directly from the IHS.
- Contract with the IHS to administer individual programs and services the IHS would otherwise provide (referred to as Title I Self-Determination Contracting).
- Compact with the IHS to assume control over health care programs the IHS would otherwise provide (referred to as Title V Self-Governance Compacting or the TSGP).

These options are not exclusive. Tribes may choose to combine options based on their individual needs and circumstances.

The TSGP is a Tribally driven initiative. Strong Federal-Tribal partnerships are essential to the program's success. The IHS established the Office of Tribal Self-Governance (OTSG) to carry out the Self-Governance authorities under the ISDEAA.

The primary OTSG functions are to:

- Serve as the primary liaison and advocate for Tribes participating in the TSGP.
- Develop, direct, and carry out TSGP policies and procedures.
- Provide information and technical help to Self-Governance Tribes.
- Advise the IHS Director on compliance with TSGP policies, regulations, and guidelines.

Each IHS Area has an Agency Lead Negotiator (ALN), designated by the IHS Director to act on their behalf. The ALN has authority to negotiate Self-Governance Compacts and Funding Agreements.

Tribes interested in participating in the TSGP should contact their respective ALN to begin the Self-Governance planning and negotiation process.

Tribes currently participating in the TSGP that want to expand or add PSFAs should also contact their respective ALN to discuss the best way to do so.

## Purpose

The purpose of this Planning Cooperative Agreement is to provide resources to:

- Tribes interested in entering the TSGP.
- Existing Self-Governance Tribes interested in assuming new or expanded PSFAs.

Title V of the ISDEAA requires a Tribe or Tribal organization (T/TO) to complete a planning phase. It must include legal and budgetary research and internal Tribal government planning and organizational preparation relating to the administration of health care programs. See 25 U.S.C. 5383(d).

A thorough planning phase helps Tribes:

- Make informed decisions about which PSFAs to assume.
- Understand what organizational changes or modifications are necessary to successfully support those PSFAs.
- Improve the timeliness and efficiency of negotiations.
- Prepare to assume the transfer of IHS PSFAs to the Tribal health program.

A Planning Cooperative Agreement is not a prerequisite to enter the TSGP. A Tribe may use other resources to meet the planning requirement.

Tribes that receive Planning Cooperative Agreements may choose not to participate in the TSGP. They may choose to delay or decline participation based on the outcome of their planning activities. This also applies to existing Self-Governance Tribes exploring the option to expand their current PSFAs or assume additional PSFAs.

## Pre-conference award requirements

If you receive an award you must follow the Department of Health and Human Services ([HHS](#)) [Policy on Promoting Efficient Spending](#): Use of Appropriated Funds for Conferences and Meeting Space, Food, Promotional Items, and Printing and Publications. This policy applies to funded conferences.

You will also provide additional information in your budget narrative. See [budget justification for conferences](#).

# Cooperative agreement terms

Cooperative agreements use the same policies as grants. The difference is that IHS will have substantial involvement in the project during the entire period of performance. The next section includes a detailed description of our level of involvement.

## Substantial Agency involvement description for cooperative agreement

During the period of performance, IHS will:

- Provide descriptions of PSFAs and associated funding at all organizational levels (Service Unit, Area, and Headquarters), including funding formulas and methodologies related to determining Tribal shares.
- Meet with Planning Cooperative Agreement recipients to provide program information and discuss methods currently used to manage and deliver health care.
- Identify and provide statutes, regulations, and policies that provide authority for administering IHS programs.
- Provide technical help on the IHS budget, Tribal shares, and other topics as needed.

# Funding policies and limitations

## Limitations

- Only 1 cooperative agreement may be awarded per applicant.
- Pre-award costs are not allowable.
- The available funds are inclusive of direct and indirect costs.

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

We will only make awards if this program receives funding. If Congress appropriates funds for this purpose, we will move forward with the review and award process.

- Total award funds include both direct and indirect costs.
- Each applicant can receive only one 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 2025, the salary rate limitation is \$225,700. 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 one project and cannot be easily separated by project.

To charge indirect costs you can select one of two 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 [HHS Division of Cost Allocation](#) or the Department of the Interior, [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. You can use this rate indefinitely.

## 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 Title V of the Indian Self-Determination and Education Assistance Act (ISDEAA), 25 U.S.C. 5383(e). The Assistance Listings section of [SAM.gov](https://www.sam.gov) describes this program under 93.444.



# Step 2:

## Get Ready to Apply

### In this step

Get registered

16

# 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 click 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 two 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-TSGP-0002.

After you select the opportunity, we recommend that you click the Subscribe button to get updates.





# Step 3:

# Write Your Application

## In this step

Application contents and format

18

# Application contents and format

Applications include five 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="#">Other required forms</a>	Upload using each required form.

See requirements for [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](#) 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:** 10 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>	4 pages
<a href="#">Program evaluation</a>	2 pages
<a href="#">Organizational capabilities, key personnel, and qualifications</a>	2 pages

# Budget narrative

**Page limit:** 5

**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.

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.

## Budget justification for conferences

You must provide a separate detailed budget justification for each conference you anticipate. In your justification, you must address these cost categories:

- Contract or planner.

- Meeting space or venue.
- Registration website.
- Audiovisual.
- Speaker fees.
- Non-federal attendee travel.
- Registration fees.
- Other.

## 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. If you cannot provide a final resolution with your application, you must 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 do not provide a final or draft resolution, we will not consider your application.

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 one-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 standard 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.

### **Important: public information**

When filling out your SF-424 form, pay attention to Box 15: Descriptive Title of Applicant's Project.

We share what you put there with [USAspending](#). This is where the public goes to learn how the federal government spends their money.

Instead of just a title, insert a short description of your project and what it will do.

[See instructions and examples.](#)



# Step 4:

## Learn About Review and Award

### In this step

Application review

25



# 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 criteria listed in the table.

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	25 points
2. Project objectives, work plan, and approach	25 points
3. Program evaluation	25 points
4. Organizational capabilities, key personnel, and qualifications	15 points
5. Budget narrative	10 points

## Introduction and need for assistance

### Maximum points: 25

Describe the Tribe's current health program activities, including:

- How long it has been operating.
- What programs or services the Tribe currently provides.
- If the Tribe currently administers any ISDEAA Title I Self-Determination Contracts or
- Title V Self-Governance Compacts.

Identify the need for help and how the Planning Cooperative Agreement would benefit the health activities the Tribe is currently administering and/or looking to expand.

## Project objectives, work plan, and approach

### Maximum points: 25

State in measurable terms the objectives and appropriate activities to achieve the following Planning Cooperative Agreement recipient award activities:

- Research and analyze the complex IHS budget to gain a thorough understanding of funding distribution at all organizational levels. Determine which PSFAs the Tribe may elect to assume or expand.
- Establish a process to identify PSFAs and associated funding that may be incorporated into current programs.
- Determine the Tribe's share of each PSFA. Evaluate the current level of health care services provided to make an informed decision on the capacity to take on new or expanded programs.
- Describe how the objectives are consistent with the program's purpose, the needs of the people to be served, and how they will be achieved within the proposed timeframe. Identify the expected results, benefits, and outcomes or products to be derived from each objective of the project.

## Program evaluation

### Maximum points: 25

Define the criteria to be used to evaluate planning activities and how they will be measured. Clearly describe the methodologies and parameters that will be used to determine if the needs identified are being met and if the outcomes identified are being achieved. Are the goals and objectives measurable and consistent with the purpose of the program and meet the needs of the people to be served? Are

they achievable within the proposed timeframe? Describe how the assumption of PSFAs enhances sustainable health delivery. Ensure the measurement includes activities that will lead to sustainability.

## Organizational capabilities, key personnel, and qualifications

**Maximum points: 15**

Describe the organizational structure of the Tribe and its ability to manage the proposed project. Include resumes or position descriptions of key staff showing requisite experience and expertise. If applicable, include resumes and scope of work for consultants that demonstrate experience and expertise relevant to the project.

## Categorical budget and budget justification

**Maximum points: 10**

Submit a budget with a narrative describing the budget request and matching the scope of work described in the project narrative. Justify all expenditures identifying reasonable and allowable costs necessary to accomplish the goals and objectives as outlined in the project narrative.

We do not consider voluntary 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 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 one 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. The award incorporates the requirements of the program and funding authorities, the grant regulations, the GPS, and the NOFO.



# Step 5:

# Submit Your Application

## In this step

Application submission and deadlines	<u><a href="#">30</a></u>
Application checklist	<u><a href="#">32</a></u>

# 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 August 1, 2025 at 11:59 p.m. 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 p.m. 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.

# 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.	10 pages
<input type="checkbox"/> <a href="#">Budget narrative</a>	Use the Budget Narrative Attachment form.	5 pages
<a href="#">Attachments</a> <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"/> Proof of nonprofit status</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 None None None None None None None
<a href="#">Other required forms</a> <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 Grants.gov form.	None None





# Step 6:

# Learn What Happens After Award

## In this step

Post-award requirements and administration [34](#)

# 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'll 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 receive an award, you will have to submit financial and performance reports.

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.



# Contacts and Support

## In this step

Agency contacts	<u><a href="#">37</a></u>
Grants.gov	<u><a href="#">37</a></u>
SAM.gov	<u><a href="#">37</a></u>
GrantSolutions	<u><a href="#">37</a></u>
Reference websites	<u><a href="#">38</a></u>

# Agency contacts

## Program and eligibility

Jessaka Nakai, Program Officer

301-526-6624

[Jessaka.Nakai@ihs.gov](mailto:Jessaka.Nakai@ihs.gov)

## 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 \(U.S.C.\)](#)