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Department of Health and Human Services

Indian Health Service

Office of Urban Indian Health Programs Funding Opportunity:

Title V HIV/AIDS Program

Announcement Type: New Limited Competition

Funding Announcement Number: HHS-2012-IHS-UIHP-0001

Catalog of Federal Domestic Assistance Number: 93.193

Key Dates

Application Deadline Date: July 16, 2012

Review Date: July 30, 2012.

Earliest Anticipated Start Date: September 1, 2012.

I. Funding Opportunity Description

Statutory Authority

The Indian Health Service (IHS) is accepting limited competitive grant applications for the Office of Urban Indian Health Programs Title V HIV/AIDS program.. This program

is authorized under: the Indian Health Care Improvement Act, as amended, 25 U.S.C. 1653. This program is described in the Catalog of Federal Domestic Assistance under 93.193.

Justification for limited competition:

The Minority AIDS Initiative funding that the grants are awarded from was awarded to the IHS specifically for Title V urban grantees.

Background This limited competition announcement seeks to expand the Office of Urban Indian Health Programs' (OUIHP) existing Title V grants to increase awareness of HIV/AIDS status among urban American Indians/Alaska Natives (AI/AN) and to expand, as well as build, the capacity to diagnose and treat HIV/AIDS in the underserved urban AI/AN population. This will provide routine and/or rapid HIV screening, prevention, and pre- and post-test counseling (when appropriate). It will also include referral to services not provided on-site, outreach to high risk urban AI/AN populations, and follow-up with referred patients/clients. Enhancement of urban Indian health program HIV/AIDS activities is necessary to reduce the incidence of HIV/AIDS in the urban Indian communities by increasing access to HIV related services, reducing stigma, and making testing routine.

Purpose

The purpose of this IHS grant announcement is to enhance HIV testing, including rapid testing and/or standard HIV antibody testing, and to provide a more focused effort to

address HIV/AIDS prevention, targeting some of the largest urban Indian populations in the United States. It will also include outreach to high risk urban AI/AN populations, referral for services not provided on-site, and follow-up with referred patients/ clients. The grantees will attempt to provide routine HIV screening for adults as per 2006 Centers for Disease Control and Prevention (CDC) guidelines and pre- and post-test counseling (when appropriate). These grants will be used to identify best practices to increase capacity at the local level, and assist urban Indian health program sites with meeting HIV testing and treatment needs in urban AI/AN populations in the United States. The nature of these projects will require collaboration with the OUIHP to: (1) coordinate activities with the IHS National HIV Program; (2) participate in projects in other operating divisions of the Department of Health and Human Services (HHS), such as the CDC, Substance Abuse and Mental Health Services Administration, Health Resource and Services Administration, and the Office of HIV/AIDS Policy; and (3) to the extent permitted by law, submit and share anonymous, non-identifiable data on HIV/AIDS testing, treatment, and education. These grants are also intended to encourage development of sustainable, routine HIV screening programs in urban Indian health program facilities that are aligned with 2006 CDC HIV Screening guidelines (<http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5514a1.htm>). Key features include streamlined consent and counseling procedures (verbal consent, opt-out), a clear HIV screening policy, identifying and implementing any necessary staff training, community awareness, and a clear follow-up protocol for HIV-positive results, including linkages to care. Grantees may choose to bundle HIV tests with sexually transmitted disease (STD) screening.

II. Award Information

Type of Award: Grant

Estimated Funds Available:

The total amount of funding identified for the current fiscal year 2012 is approximately \$600,000. Individual award amounts are anticipated to be between \$30,000 and \$60,000. Competing and continuation awards issued under this announcement are subject to the availability of funds. In the absence of funding, the IHS is under no obligation to make awards that are selected for funding under this announcement.

Anticipated Number of Awards:

Approximately 10 awards will be issued under this program announcement.

Project Period:

The project period will be for three years and will run consecutively from September 1, 2012 to August 31, 2015.

III. Eligibility Information

1. Eligibility

This funding announcement is limited to Title V Urban Indian organizations, as defined by 25 U.S.C. 1603(29), that meet the following criteria:

- Received State certification to conduct HIV rapid testing (where needed);
- Health professionals and staff have been trained in the HIV/AIDS screening tools, education, prevention, counseling, and other interventions for urban AI/AN;
- Developed programs to address community and group support to sustain risk-reduction skills;
- Implemented HIV/AIDS quality assurance and improvement programs;
- Operate at an IHS defined full ambulatory level (a full ambulatory program is defined as an organization that has a provider on staff at least 40 hours per week) or limited ambulatory level (defined as an organization that has a provider on staff less than 40 hours per week); and
- Must provide proof of non-profit status with the application.

“Urban Indian organization” means a nonprofit corporate body situated in an urban center, governed by an urban Indian controlled board of directors, and providing for the maximum participation of all interested Indian groups and individuals, which body is capable of legally cooperating with other public and private entities for the purposes of performing the activities described in [25 U.S.C. 1653(a)]. 25 U.S.C. § 1603(29).

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 tribal resolutions, proof of non-profit status, etc.

2. Cost Sharing or Matching

The Indian Health Service does not require matching funds or cost sharing for grants or cooperative agreements.

3. Other Requirements

If application budgets exceed the highest dollar amount outlined under the “**Estimated Funds Available**” section within this funding announcement, your application will be considered ineligible and will not be reviewed for further consideration. IHS will not return your application to you. You will be notified by email or certified mail by the Division of Grants Management of this decision.

Proof of Non-Profit Status Organizations claiming non-profit status must submit proof. A copy of the 501(c)(3) Certificate must be received with your application submission by the deadline due date of July 16, 2012.

Letters of Intent will not be required under this funding opportunity announcement.

Applicants submitting any of the above additional documentation after the initial application submission due date are required to ensure the information was received by the IHS by obtaining documentation confirming delivery (i.e. FedEx tracking, postal return receipt, etc.).

IV. Application and Submission Information

1. Obtaining Application Materials

The application package and detailed instructions for this announcement can be found at <http://www.Grants.gov> or

http://www.ihs.gov/NonMedicalPrograms/gogp/index.cfm?module=gogp_funding

Information regarding the electronic application process may be directed to Paul Gettys at (301) 443-2114.

2. Content and Form Application Submission

The applicant must include the project narrative as an attachment to the application package. Mandatory documents for all applicants include:

- Table of contents.
- Abstract (one page) summarizing the project.
- Application forms:
 - SF-424, Application for Federal Assistance.
 - SF-424A, Budget Information – Non-Construction Programs.
 - SF-424B, Assurances – Non-Construction Programs.

- Budget Justification and Narrative (must be single spaced and not exceed 5 pages).
- Project Narrative (must not exceed 20 pages).
 - Background information on the urban Indian organization
 - Proposed scope of work, objectives, and activities that provide a description of what will be accomplished, including a one-page Timeframe Chart.
- Letter of Support from Organization's Board of Directors.
- 501(c)(3) Certificate (if applicable).
- Biographical sketches for all Key Personnel.
- Contractor/Consultant resumes or qualifications and scope of work.
- Disclosure of Lobbying Activities (SF-LLL).
- Copy of current Negotiated Indirect Cost rate (IDC) agreement (required) in order to receive IDC.
- Organizational Chart (optional).
- Documentation of current OMB A-133 required Financial Audit (if applicable).

Acceptable forms of documentation include:

- E-mail confirmation from Federal Audit Clearinghouse (FAC) that audits were submitted; or

- Face sheets from audit reports. These can be found on the FAC website:

<http://harvester.census.gov/sac/dissemin/accessoptions.html?submit=Go+To+Database>

Public Policy Requirements:

All Federal-wide public policies apply to IHS grants with exception of the Discrimination policy.

Requirements for Project and Budget Narratives

A. Project Narrative: This narrative should be a separate Word document that is no longer than 20 pages and must: be single-spaced, be type written, have consecutively numbered pages, use black type not smaller than 12 characters per one inch, and be printed on one side only of standard size 8-1/2" x 11" paper.

Be sure to succinctly answer all questions listed under the evaluation criteria (refer to Section V.1, Evaluation criteria in this announcement) and place all responses and required information in the correct section (noted below), or they will not be considered or scored. These narratives will assist the Objective Review Committee (ORC) in becoming more familiar with the grantee's activities and accomplishments prior to this possible grant award. If the narrative exceeds the page limit, only the first 20 pages will be reviewed. The 20-page limit for the narrative does not include the work plan, standard forms, table of contents,

budget, budget justifications, narratives, and/or other appendix items.

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

Part A: Program Information

Section 1: Needs

Part B: Program Planning and Evaluation

Section 1: Program Plans

Section 2: Program Evaluation

Part C: Program Report

Section 1: Describe major activities over the last 24 months.

Section 2: Describe major accomplishments over the last 24 months.

B. Budget Narrative: This narrative must describe the budget requested and match the scope of work described in the project narrative. The budget narrative should not exceed 5 pages.

3. Submission Dates and Times

Applications must be submitted electronically through Grants.gov by 12:00 a.m., midnight Eastern Daylight Time (EDT) on July 16, 2012. Any application received after the application deadline will not be accepted for processing, nor

will it be given further consideration for funding. You will be notified by the Division of Grants Management via email or certified mail of this decision.

If technical challenges arise and assistance is required with the electronic application process, contact Grants.gov Customer Support via e-mail to support@grants.gov or at (800) 518-4726. Customer Support is available to address questions 24 hours a day, 7 days a week (except on Federal holidays). If problems persist, contact Paul Gettys, Division of Grants Management (DGM) (Paul.Gettys@ihp.gov) at (301) 443-5204. Please be sure to contact Mr. Gettys at least ten 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, call the DGM as soon as possible.

If an applicant needs to submit a paper application instead of submitting electronically via Grants.gov, prior approval must be requested and obtained (see Section IV.6 below for additional information). The waiver must be documented in writing (e-mails are acceptable), **before** submitting a paper application. A copy of the written approval must be submitted along with the hardcopy that is mailed to the DGM. Once your waiver request has been approved, you will receive a confirmation of approval and the mailing address to submit your application. Paper applications that are submitted without a waiver from the Acting Director of DGM will not be reviewed or considered further for funding. You will be notified via email or certified email of this decision by the Grants Management

Officer of DGM. Paper applications must be received by the DGM no later than 5:00 p.m., EDT, on the application deadline date. Late applications will not be accepted for processing or considered for funding.

Other Important Due Dates:

Proof of Non-Profit Status: Due date July 16, 2012.

4. Intergovernmental Review

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

5. Funding Restrictions

- Pre-award costs are not allowable.
- The available funds are inclusive of direct and appropriate indirect costs.
- Only one grant/cooperative agreement will be awarded per applicant.
- IHS will not acknowledge receipt of applications.

6. Electronic Submission Requirements

All applications must be submitted electronically. Please use the

<http://www.Grants.gov> website to submit an application electronically and select the “Find Grant Opportunities” link on the homepage. Download a copy of the application package, complete it offline, and then upload and submit the completed application via the <http://www.Grants.gov> website. Electronic copies of the application may not be submitted as attachments to e-mail messages addressed to IHS employees or offices.

Applicants that receive a waiver to submit paper application documents must follow the rules and timelines that are noted above. The applicant must seek assistance at least ten days prior to the application deadline.

Applicants that do not adhere to the timelines for Central Contractor Registry (CCR) and/or <http://www.Grants.gov> registration or that fail to request timely assistance with technical issues will not be considered for a waiver to submit a paper application.

Please be aware of the following:

- a. Please search for the application package in <http://www.Grants.gov> by entering the CFDA number or the Funding Opportunity Number. Both numbers are located in the header of this announcement.
- b. If you experience technical challenges while submitting your application electronically, please contact Grants.gov Support directly at: support@grants.gov or (800) 518-4726. Customer Support is available to address questions 24 hours a day, 7 days a week (except on Federal

holidays).

- c. 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 waiver from the agency must be obtained.

- d. If it is determined that a waiver is needed, you must submit a request in writing (e-mails are acceptable) to GrantsPolicy@ihs.gov with a copy to Tammy.Bagley@ihs.gov. Please include a clear justification for the need to deviate from our standard electronic submission process.

- e. If the waiver is approved, the application should be sent directly to the DGM by the deadline date of July 16, 2012, by 5:00pm EDT..

- f. Applicants are strongly encouraged not to wait until the deadline date to begin the application process through Grants.gov as the registration process for CCR and Grants.gov could take up to fifteen working days.

- g. Please use the optional attachment feature in Grants.gov to attach additional documentation that may be requested by the DGM.

- h. All applicants must comply with any page limitation requirements described in this Funding Announcement.

- i. After you electronically submit your application, you will receive an automatic acknowledgment from Grants.gov that contains a Grants.gov tracking number. The DGM will download your application from Grants.gov and provide necessary copies to the appropriate agency officials. Neither the DGM nor the OUIHP will notify applicants that the application has been received.

- j. E-mail applications will not be accepted under this announcement.

Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS)

All IHS applicants and grantee organizations are required to obtain a DUNS number and maintain an active registration in the CCR database. The DUNS number is a unique 9-digit identification number provided by D&B which uniquely identifies your entity. The DUNS number is site specific; therefore, each distinct performance site may be assigned a DUNS number. Obtaining a DUNS number is easy, and there is no charge. To obtain a DUNS number, you may access it through <http://fedgov.dnb.com/webform>, or to expedite the process, call (866) 705-5711.

Effective October 1, 2010, all HHS recipients were asked to start reporting information on subawards, as required by the Federal Funding Accountability and Transparency Act of 2006, as amended (“Transparency Act”).

Accordingly, all IHS grantees must notify potential first-tier subrecipients that no entity may receive a first-tier subaward unless the entity has provided its DUNS number to the prime grantee 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.

Central Contractor Registry (CCR)

Organizations that have not registered with CCR will need to obtain a DUNS number first and then access the CCR online registration through the CCR home page at <https://www.bpn.gov/ccr/default.aspx> (U.S. organizations 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). Completing and submitting the registration takes approximately one hour to complete and your CCR registration will take approximately 3-5 business days to process. Registration with the CCR is free of charge. Applicants may register online at <https://www.bpn.gov/ccrupdate/NewRegistration.aspx>.

Additional information on implementing the Transparency Act, including the specific requirements for DUNS and CCR, can be found on the IHS Grants Management, Grants Policy website:

http://www.ihs.gov/NonMedicalPrograms/gogp/index.cfm?module=gogp_policy_topics.

V. Application Review Information

The instructions for preparing the application narrative also constitute the evaluation criteria for reviewing and scoring the application. Weights assigned to each section are noted in parentheses. The 20 page narrative should include only the first year of activities; information for multi-year projects should be included as an appendix. See “Multi-year Project Requirements” at the end of this section

for more information. The narrative section should be written in a manner that is clear to outside reviewers unfamiliar with prior related activities of the applicant. It should be well organized, succinct, and contain all information necessary for reviewers to understand the project fully. Points will be assigned to each evaluation criteria adding up to a total of 100 points. A minimum score of 60 points is required for funding. Points are assigned as follows:

1. Criteria

A. Understanding of the Need and Necessary Capacity (15 points)

1. Understanding of the Problem

- a. Define the project target population, identify their unique characteristics, and describe the impact of HIV on the population.
- b. Describe the gaps/barriers in HIV testing for the population.
- c. Describe the unique cultural or sociological barriers of the target population to adequate access for the described services.

2. Facility Capability

- a. Briefly describe your clinic programs and services and how this initiative will assist to commence, compliment, and/or expand existing efforts.
- b. Describe your clinic's ability to conduct this initiative through:
 - Your clinic's present resources.
 - Collaboration with other providers.

- Partnerships established to accept referrals for counseling, testing, and referral and confirmatory blood tests and/or social services for individuals who test HIV positive.
- Linkages to treatment and care: partnerships established to refer out of your clinic for specialized treatment, care, confirmatory testing (if applicable), and counseling services.

B. Work Plan (40 points)

1. Project Goal and Objectives

Address all of the following program goals and objectives of the project.

The objectives must be specific as well as quantitatively and qualitatively measurable to ensure achievement of goal(s).

- Implementation Plan
 - a. Identify the proposed program activities and explain how these activities will build capacity to meet local level urban AI/AN needs and increase and sustain HIV screening.
 - b. Describe policy and procedure changes anticipated for implementation that include:
 - 1) Support of the 2006 CDC Revised HIV Testing Recommendations.
 - 2) Community awareness.
 - 3) Age ranges of persons to be screened.
 - 4) Bundling of HIV testing with STD tests.

- 5) Type of HIV Screen/Test (Rapid, Conventional, Western Blot)
and who will perform the test (in-house, send-out).
- 6) Protocols to integrate strong referrals or care continuity into
local system of care.
- c. Provide a clear timeline with quarterly milestones for project
implementation.
- d. Certify that the program identified and agreed to follow the state
regulations for HIV testing in their state and how the clinic will
follow their state reporting guidelines for seropositive results.
- e. Describe how individuals will be selected for testing to identify
selection criteria and which group(s) – if any – will be, via state
laws or regulations, offered testing in an opt-out format.
- f. Describe how the program will ensure that clients receive their test
results, particularly clients who test positive.
- g. Describe how the program will ensure that individuals with initial
HIV-positive test results will receive confirmatory tests. If you do
not provide confirmatory HIV testing, you must provide a letter of
intent or Memorandum of Understanding with an external
laboratory documenting the process through which initial HIV-
positive test results will be confirmed.
- h. Describe the program strategies for linking potential seropositive
patients to care.
- i. Describe the program quality assurance strategies.

- j. Describe how the program will train, support and retain staff providing counseling and testing.
- k. Describe how the program will ensure client confidentiality.
- l. Describe how the program will ensure that its services are culturally fluent and relevant.
- m. Describe how the program will attempt to streamline procedures so as to reduce the overall cost per test administered.

C. Project Evaluation (20 points)

1. Evaluation Plan

The grantee shall provide a plan for building program capacity to meet the needs of the local level urban AI/AN population as well as monitoring and evaluating the HIV rapid test and/or standard HIV antibody test.

2. Reporting Requirements

The following quantitative and qualitative measures shall be addressed:

- Required Quantitative Indicators (quantitative)
 - a. Number of tests performed and number of test refusals.
 - b. Gender, age, sexual orientation, and race/ethnicity of persons receiving services.
 - c. Number of clients learning of their serostatus for the first time via this testing initiative (unique patients, non-repeated tests).
 - d. Number of reactive tests and confirmed seropositive (actual and proportion).

- e. Number of clients linked to care/treatment or referrals for prevention counseling as defined by attendance of at least one appointment, within three months of diagnosis.
- f. Number of individuals receiving their confirmatory test results.
- g. Number of patients with positive test result who are re-engaged for care.
- h. Number of referral and linkage to other medical and social services such as mental health, substance abuse, safety/domestic violence, and other services as needed.
- i. Number of patients not treated/linked to care for HIV and HIV-related morbidities.
- Required Qualitative Information
 - a. Measures in place to protect confidentiality.
 - b. Identify barriers of implementation as well as lessons learned for best practices to share with other urban Indian organizations, as well as IHS and Tribal entities.
 - c. Sustainability plan and measures of ongoing testing in future years, after grant money has been spent.
- Other quantitative indicators may be collected to improve clinic processes and add to information reported; however, they are not required.
 - a. Number of clients who refused due to prior knowledge of status.

- b. Number of rapid versus standard antibody test.
- c. Number of false negatives and/or positives after confirmatory testing.
- Develop a plan for obtaining knowledge, attitudes, and behavior data pending official approval of patient survey.

D. Organizational Capabilities Qualifications (10 points)

This section outlines the broader capacity of the organization to complete the project outlined in the work plan. It includes the identification of personnel responsible for completing tasks and the chain of responsibility for successful completion of the project outlined in the work plan.

1. Describe the organizational structure.
2. Describe the ability of the organization 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.
3. Describe what equipment (i.e., phone, websites, etc.) and facility space (i.e., office space) will be available for use during the proposed project.

Include information about any equipment not currently available that will be purchased throughout the agreement.
4. List key personnel who will work on the project.
 - Identify existing personnel and new program staff to be hired.

- In the appendix, include position descriptions and resumes for all key personnel. Position descriptions should clearly describe each position and duties indicating desired qualifications, experience, and requirements related to the proposed project and how they will be supervised. Resumes must indicate that the proposed staff member is qualified to carry out the proposed project activities and who will determine if the work of a contractor is acceptable.
- Note who will be writing the progress reports.
- If a position is to be filled, indicate that information on the proposed position description.
- If the project requires additional personnel beyond those covered by the supplemental grant, (i.e., Information Technology support, volunteers, interviewers, etc.), note these and address how these positions will be filled and, if funds are required, the source of these funds.
- If personnel are to be only partially funded by this supplemental grant, indicate the percentage of time to be allocated to this project and identify the resources used to fund the remainder of the individual's salary.

E. Categorical Budget and Budget Justification (15 points)

This section should provide a clear estimate of the project program costs and justification for expenses for the entire grant period. The budget and budget

justification should be consistent with the tasks identified in the work plan.

The budget focus should be on routinizing and sustaining HIV testing services as well as reducing the cost per person tested.

1. Categorical budget (Form SF 424A, Budget Information Non-Construction Programs) completing each of the budget periods requested.
2. Narrative justification for all costs, explaining why each line item is necessary or relevant to the proposed project. Include sufficient details to facilitate the determination of cost allowability.
3. Budget justification should include a brief program narrative for the second and third years.
4. If indirect costs are claimed, indicate and apply the current negotiated rate to the budget. Include a copy of the rate agreement in the appendix.

Multi-Year Project Requirements (if applicable).

Projects requiring second and/or third year must include a brief project narrative and budget (one additional page per year) addressing the developmental plans for each additional year of the project.

Appendix Items

1. Work plan, logic model and/or time line for proposed objectives.
2. Position descriptions for key staff.
3. Resumes of key staff that reflect current duties.

4. Consultant or contractor proposed scope of work and letter of commitment (if applicable).
5. Current Indirect Cost Agreement.
6. Organizational chart(s) highlighting proposed project staff and their supervisors as well as other key contacts within the organization and key community contacts.
7. Map of area to benefit project identifying where target population resides and project location(s). Include trails, parks, schools, bike paths and other such applicable information.
8. Additional documents to support narrative (i.e. data tables, key news articles, etc.).

1. Review and Selection

Each application will be prescreened by the DGM staff for eligibility and completeness as outlined in the funding announcement. Incomplete applications and applications that are non-responsive to the eligibility criteria will not be referred to the ORC. Applicants will be notified by DGM, via email or letter, to outline minor missing components (i.e., signature on the SF-424, audit documentation, key contact form) needed for an otherwise complete application. All missing documents must be sent to DGM on or before the due date listed in the email of notification of missing documents required.

To obtain a minimum score for funding by the ORC, applicants must address all

program requirements and provide all required documentation. Applicants that receive less than a minimum score will be considered to be “Disapproved” and will be informed via e-mail or regular mail by the IHS Program Office of their application’s deficiencies. A summary statement outlining the strengths and weaknesses of the application will be provided to each disapproved applicant. The summary statement will be sent to the Authorized Organizational Representative (AOR) that is identified on the face page (SF-424), of the application within 60 days of the completion of the Objective Review.

VI. Award Administration Information

1. Award Notices

The Notice of Award (NoA) is a legally binding document signed by the Grants Management Officer and serves as the official notification of the grant award.

The (NoA) will be initiated by the DGM and will be mailed via postal mail or emailed to each entity that is approved for funding under this announcement. The 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 grant, the terms and conditions of the award, the effective date of the award, and the budget/project period.

Disapproved Applicants

Applicants who received a score less than the recommended funding level for approval, 60, and were deemed to be disapproved by the Objective Review

Committee, will receive an Executive Summary Statement from the IHS Program Office within 30 days of the conclusion of the ORC outlining the weaknesses and strengths of their application submitted. The IHS program office will also provide additional contact information as needed to address questions and concerns as well as provide technical assistance if desired.

Approved But Unfunded Applicants

Approved but unfunded applicants that met the minimum scoring range and were deemed by the ORC to be “Approved,” but were not funded due to lack of funding, will have their applications held by DGM for a period of 1 year. If additional funding becomes available during the course of FY2012, the approved application maybe re-considered by the awarding program office for possible funding. You will also receive an Executive Summary Statement from the IHS Program Office within 30 days of the conclusion of the ORC.

NOTE: Any correspondence other than the official NoA signed 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 IHS.

2. Administrative Requirements

Grants are administered in accordance with the following regulations, policies, and OMB cost principles:

A. The criteria as outlined in this Program Announcement.

B. Administrative Regulations for Grants:

- 45 C.F.R., Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Tribal Governments.
- 45 C.F.R., Part 74, Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, and other Non-profit Organizations.

C. Grants Policy:

- HHS Grants Policy Statement, Revised 01/07.

D. Cost Principles:

- Title 2: Grant and Agreements, Part 225—Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87).
- Title 2: Grant and Agreements, Part 230—Cost Principles for Non-Profit Organizations (OMB Circular A-122).

E. Audit Requirements:

- OMB Circular A-133, Audits of States, Local Governments, and Non-profit Organizations.

3. Indirect Costs

This section applies to all grant recipients that request reimbursement of indirect costs (IDC) in their grant application. In accordance with HHS Grants Policy Statement, Part II-27, IHS requires applicants to obtain a current IDC rate

agreement prior to 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 grant activities under the current award's budget period. If the current rate 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 is provided to the DGM.

Generally, IDC rates for IHS grantees are negotiated with the Division of Cost Allocation (DCA) <http://rates.psc.gov/> and the Department of Interior (National Business Center) <http://www.aqd.nbc.gov/services/ICS.aspx>. If your organization has questions regarding the indirect cost policy, please call (301) 443-5204 to request assistance.

1. Reporting Requirements

Grantees 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 grant, 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 one or both of the following: (1) the imposition of special award provisions; and (2) 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 grantee organization or the individual responsible

for preparation of the reports.

The reporting requirements for this program are noted below.

- **Progress Reports**

Program progress reports are required semi annually, within 30 days after the budget period ends. These reports must include a brief comparison of actual accomplishments to the goals established for the period, or, if applicable, provide sound justification for the lack of progress, and other pertinent information as required. A final report must be submitted within 90 days of expiration of the budget/project period.

- **Financial Reports**

Federal Financial Report FFR (SF-425), Cash Transaction Reports are due 30 days after the close of every calendar quarter to the Division of Payment Management, HHS at: <http://www.dpm.psc.gov>. It is recommended that you also send a copy of your FFR (SF-425) report to your Grants Management Specialist. Failure to submit timely reports may cause a disruption in timely payments to your organization.

Grantees are responsible and accountable for accurate information being reported on all required reports: the Progress Reports and Federal Financial

Report.

- **Federal Subaward Reporting System (FSRS)**

This award may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170.

The Federal Funding Accountability and Transparency Act of 2006, as amended ("Transparency Act"), requires the Office of Management and Budget (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 grants to report information about first-tier subawards and executive compensation under Federal assistance awards.

Effective October 1, 2010 IHS implemented a Term of Award into all IHS Standard Terms and Conditions, NoAs and funding announcements regarding this 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 subaward obligation dollar threshold met for any specific reporting period. Additionally, all new (discretionary) IHS awards (where the project period is made up of more than one budget period) and were: 1)

the project period start date was October 1, 2010 or after and 2) the primary awardee will have a \$25,000 subaward obligation dollar threshold during any specific reporting period will be required to conduct address the FSRs reporting. For the full IHS award term implementing this requirement and additional award applicability information, visit the Grants Management Grants Policy Website at:

http://www.ihs.gov/NonMedicalPrograms/gogp/index.cfm?module=gogp_policy_topics.

Telecommunication for the hearing impaired is available at: TTY (301) 443-6394.

VII. Agency Contacts

1. Questions on the programmatic issues may be directed to:

Danielle Steward, Health Systems Specialist

Office of Urban Indian Health Programs

801 Thompson Avenue, Suite 200

Rockville, MD 20852

(301) 443-4680 or danielle.steward@ihs.gov

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

Patience Musikikongo

Grants Management Specialist

801 Thompson Avenue, TMP Suite 360

Rockville, MD 20852

(301) 443-5204 or Patience.Musikikongo@ihs.gov

VIII. Other Information

The Public Health Service strongly encourages all cooperative agreement and contract recipients to provide a smoke-free workplace and promote the non-use of all tobacco products. In addition, Pub. L. 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.

Date: June 4, 2012

Yvette Roubideaux,
Director
Indian Health Service

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