FY 2021 Indian Health Service Competitive Application Instructions

Program Title: Epidemiology Program for American Indian/Alaska Native Tribes and Urban Indian Communities

Application Due Date: See the due date in Grants.gov or at https://www.ihs.gov/dgm/funding/

Assistance Listing Number (formerly known as the Catalog of Federal Domestic Assistance (CFDA)**:** 93.231

Notice of Funding Opportunity Number: HHS-2021-IHS-EPI-0001

You can search on www.Grants.gov under ***SEARCH GRANTS*** using either the Funding Opportunity Number or the CFDA number. There are also more advanced search functions available, which are explained on the Grants.gov Web site.

Applicant Organization Certification and Acceptance

In having the E-POC and/or AOR submit the application electronically, the duly authorized representative of the applicant institution certifies that the applicant organization will comply with all applicable assurances and certifications, including those listed below.

Each application, whether hardcopy or electronic, that is submitted to the IHS requires that the following assurances and certifications be verified by the signature of the Official signing for the applicant organization. Definitions are provided in the HHS Grants Policy Statement, Rev. January 2007 for all certifications and assurances (http://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf).

Civil Rights – n/a for IHS
Lobbying
Non-Delinquency on Federal Debt
Handicapped Individuals
Sex Discrimination
Age Discrimination
Environmental Impact – NEPA
Flood Insurance
Historic Preservation Act

The individual that signs and/or submits an application electronically or in hardcopy further certifies that the applicant organization will be accountable both for the appropriate use of all grant funds awarded and for the performance of the grant-supported project or activities.

Historical Preservation Requirements

By signing the face page of the application, whether hardcopy or electronic, the applicant certifies that DGM will be notified immediately at (301) 443-5204 of any property listed

or eligible for listing on the National Register of Historic Places that will be affected by the IHS grant award.

Under Section 106 National Historic Preservation Act (16 U.S.C. 470 et seq.), IHS must consider the effect on historic properties prior to making a funding decision. Historic properties include any district, site, building, structure, or object that is listed on, or is eligible for listing on, the National Register of Historic Places as outlined in National Register (see below).

National Register Information System (NRIS)
http://www.nps.gov/nr/research/index.htm is a database that contains information on places listed in or determined eligible for the National Register of Historic Places.

Please contact the Grants Management Staff at (301) 443-5204 for policy-related information regarding the requirements for historic preservation.

Equal Treatment for Faith Based Organizations
In accordance with 45 CFR part 87, Section 87.1, religious organizations are eligible, on the same basis as any other organization, to participate in any Department of Health of Human Services grant program for which they are otherwise eligible.

Eligibility
Please refer to the original funding opportunity announcement to confirm eligibility criteria located on the IHS Grants Management website at: https://www.ihs.gov/dgm/funding/.

Non-profit organizations must demonstrate proof of non-profit status before the award date. We strongly encourage each organization to attach proof of your non-profit status with your electronic application. For electronic application "proof of non-profit status" and any other required documentation may be scanned and attached as an "Other Attachment." Proof of non-profit status is stated in the full announcement.

Content and Form of Application Submission
Please be aware that the forms and documents listed here may not constitute a complete application package. The Grants.gov application package contains the forms required by IHS for all grants applications. The official Notice of Funding Opportunity describes any additional documentation required to submit a complete application package.

Almost any file type is acceptable as an attachment. However, compressed or "zipped" files cannot be submitted, as our grants management system does not accept them. Documents included in these files will not be accessible by reviewers, program officers or Division of Grants Management staff, and will therefore not be included in the Objective Review.

Applications must contain a project narrative and detailed line item budget and budget justification and narrative. All applications are required to be submitted online, and must adhere to the content form of application submission as outlined below:

Narrative:

- Written using MS Word or compatible word processor.
- Be single spaced.
- Be formatted for standard letter-size paper (8-½" x 11").
- Use black type not smaller than 12 points (tables may be done in 10 pt. character fonts).
- Not exceed 12 pages.
- Have consecutively numbered pages.
- Have a one inch margin.
- Standard forms, budget and budget justifications, Tribal resolutions, letters of support and/or other appendix items are generally not part of the narrative.

Public Policy Requirements

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

Other Required Documentation

All applicants that request indirect costs will be required to have a current negotiated rate on file with the appropriate Federal cognizant agency with either the Department of Health and Human Services (HHS), Division of Cost Allocation (DCA) or Department of Interior.

Grants Management does not recognize the Pilot Contract Support Cost (CSC) rate for our grant programs; hence, a current rate must be present at the time of award or costs associated with indirect costs will be restricted until the Division of Grants Management receives a current negotiated rate agreement.

For full details on documents required to submit a complete application, please see the full Notice of Funding Opportunity linked at Grants.gov in the Synopsis section, or on the IHS Division of Grants Management Web site at https://www.ihs.gov/dgm/funding/.

Submission Dates and Times

Electronic Submission

The required method for receipt of applications is electronic submission through Grants.gov. If any technical concerns arise please contact Grants.gov Customer Support at 1-800-518-4726 or support@grants.gov. The support center's hours of operations are 24 hours a day, 7 days a week. The support center is closed on all Federal holidays. When you contact the customer service center, please obtain a Grants.gov case number that will assist the DGM in tracking the status of your application. If technical challenges or concerns continue, please contact Paul Gettys at (301) 443-2114 or send an email to Paul.Gettys@ihs.gov.

All waiver requests must be submitted to the DGM and approved prior to submitting an application via alternative means. The waiver must clearly outline a justification for the need to submit an application outside of the standard Grants.gov electronic process. Please submit your waiver request to GrantsPolicy@ihs.gov with a carbon copy to Paul.Gettys@ihs.gov. Please make sure that your subject line clearly states: "Request for Waiver from [*insert grantee organization's name*]." The waiver request must include the Grants.gov case number, the funding opportunity number you are applying to, the name of your organization, the name and number of a contact person in your organization, the issue encountered when attempting to submit your application electronically in Grants.gov, and steps taken to resolve the issue.

Please note: Granting waivers from the electronic application requirement is different than obtaining an extension to submit your application to the DGM.

In order to submit electronic applications please adhere to the following:

- Obtain a DUNS number from Dun & Bradstreet. This is free, and can be requested either online at http://fedgov.dnb.com/webform, or by calling 1-866-705-5711. A DUNS number is required in order to complete the next step.
- Register with the System for Award Management (SAM).
- Registration with SAM requires the organization to register online at http://www.sam.gov. Please see the page here on how to register in SAM: https://www.fsd.gov/fsd-gov/answer.do?sysparm_number=KB0011081. There are two important fields within the SAM; they are E-Biz Point of Contact (E-POC) and M-PIN.
- Register with Grants.gov. In order to register with Grants.gov, the applicant must have registered with SAM and have a username and password and DUNS number information. The DUNS number MUST match the one that was used to register in SAM. If they differ, this will prohibit the applicant from successfully registering in Grants.gov. Once the applicant has successfully registered in Grants.gov they will be issued a username and password from Grants.gov. This information is separate and distinct from what was received during the SAM registration process. Please hold on to both sets of usernames and passwords. Registration in Grants.gov can be done in approximately 7 business days. Please begin the registration process early. For assistance, contact Grants.gov directly at 1-800-518-4726.
- Applicants can have only **one** E-POC, but can have as many Authorized Organizational Representatives (AORs) as needed. The E-POC can serve in dual roles as an E-POC and an AOR. The E-POC must authorize each AOR in order for them to successfully submit the electronic application on behalf of the organization. *If a user is not an AOR, they will be able to submit an application, but **it will be rejected**. The rejection comes via e-mail, and can be delayed.*
- IHS, Grants.gov, nor SAM can provide input on how the organization is set up. Please use the governing body within your organization to make sure that the

appropriate officials are designated to submit the application to the IHS via Grants.gov.

- The E-POC must log into Grants.gov and authorize the organizational representative(s). All log-ins consist of the organization's M-PIN (which is received during the SAM registration process) and the DUNS number.
- Your electronic application must comply with any page limits that are described within the Notice of Funding Opportunity.
- Please follow the instructions in the Grants.gov Application Workspace to attach additional documentation that may be required by IHS.
- The organization should search for the application workspace and accompanying instructions by using the CFDA number or Notice of Funding Opportunity number in Grants.gov using the "Search Grants" link.
- Successful submissions will receive electronic verification and an assigned tracking number from Grants.gov.
- Unsuccessful submissions will be sent an error notification message. If the submitter does not receive either a verification of submission email or an error notification email, please contact the Grants.gov Support Center directly at 1-800-518-4726 or email support@grants.gov. You may track your application package by using the following link if Grants.gov has provided you with a "Valid" tracking number: http://www.grants.gov/web/grants/applicants/track-my-application.html. The Support Center is available for service 24 hours a day, 7 days a week. The Support Center is closed on Federal holidays.
- E-mail applications *will not be accepted* by IHS under this announcement.

Applications submitted outside Grants.gov (only allowed under approved waivers)
All grantees must obtain prior approval to submit an application outside Grants.gov. Please use the following link to obtain the necessary forms for your submission or visit the Grants Management Website at: https://www.ihs.gov/dgm/funding/, or the Grants.gov Website at: http://www.grants.gov

Forms (Links to all of these documents can also be found at http://www.ihs.gov/dgm/forms/)

- SF-424 Application for Federal Assistance [PDF]
- SF-424A Budget Information – Non-construction Programs [PDF]
- SF-424B Non-construction Programs [PDF]
- Disclosure of Lobbying Activities Form [PDF]
- Certification Regarding Lobbying [PDF]
- Debarment Certification (Primary) [PDF]
- Debarment Certification (Lower Tier) [PDF]
- Drug-free Certification [PDF]
- Environmental Tobacco Smoke [PDF]
- Maintenance of Effort Certification [PDF]
- Key Contact Form [PDF]

Alternative Application Submission Instructions

Complete instructions will be included with the waiver approval email message.

Applicants are reminded to include a copy of your approved waiver request along with your application package. Your submission must reach DGM on or before 5 p.m. EDT on the due date as posted in Grants.gov and at https://www.ihs.gov/dgm/funding/.

The entire application package is available at http://www.grants.gov.

Helpful Reminders for New Applicants

System for Award Management (SAM) Reminder
All applicants must renew their SAM registration **annually**. If you are not sure of the status of your SAM registration or who your E-POC is, please search on the SAM database by going to https://www.sam.gov, and click Search Records.

Important Grants.gov Reminder
Please be reminded (as outlined at the beginning of the instructions) that you must access the application package by going to **Grants.gov "Search Grants**."

Attachments in Grants.gov

All other attachments (appendix documentation, Tribal resolutions, etc.) should be included in the Grants.gov application workspace, as indicated.

Terms of Award

All IHS grant awards are subject to the HHS Grants Policy Statement (HHS GPS), 01/07 unless otherwise noted in the Notice of Award (NoA). Please refer to the Notice of Award to obtain details regarding specific terms and conditions that pertain to your organization.

Debarment and Suspension as well as Drug Free Workplace are now standard terms and conditions of the award. These requirements no longer require separate certifications; however, by signing the application (submitting the application via Grants.gov or signing the face page of the SF-424 for a hard copy application) the applicant certifies they are meeting the requirements of 45 CFR part 76 (Debarment and Suspension) and 45 CFR part 82 (Drug-Free Workplace).

All other administrative requirements are cited in the Program Announcement, Notice of Award or the HHS Grants Policy Statement, Rev. 01/07 under Administrative Requirements. The administrative requirements that are found in the HHS Grants Policy Statement are standard terms of award.

List of Contact Information

- **Grants Management Specialist: 301-443-2116; John Hoffman**

    - General questions regarding the administrative requirements for completing applications should be referred to the GMS.
- **Program Official: 301-443-4305; Lisa Neel**
- **General Grants Policy-related Inquiries: GrantsPolicy@ihs.gov**
- **Grants.gov Help Desk Contact Center: 1-800-518-4726**
- **Grants.gov IHS Liaison: 301-443-2114; Paul Gettys**
- **Central Contractor Registry-related Inquiries: 1-866-606-8220**
- **Waiver from Grants.gov Submission: GrantsPolicy@ihs.gov Attn. Paul Gettys**

Organization Registration Checklist, to Enable You to Submit an Application

There are several registrations that you and/or your organization must complete or have completed before you can submit an application in Grants.gov.

1. Your organization must have a DUNS number. You can register online at http://fedgov.dnb.com/webform, or call 1-866-705-5711.
2. Your organization must have a tax identification number from the IRS. See information at www.irs.gov.
3. Your organization must be registered with SAM.gov. Register at www.sam.gov. Information on the registration process can be found at https://www.fsd.gov/fsd-gov/answer.do?sysparm_number=KB0011081.
4. The E-POC registered with SAM.gov must register in Grants.gov, and each user tasked with submitting applications for your organization must also register in Grants.gov. Information on applicant registration is at https://www.grants.gov/web/grants/applicants/registration.html. The E-POC must approve each user to be an Authorized Organizational Representative, or AOR.