



Office of Clinical and Preventive Services

Notice of Funding Opportunity








Application due May 15, 2026

# Community Health Aide Program: Tribal Planning and Implementation (TPI)

Opportunity number: HHS-2026-IHS-TPI-0001



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# 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 May 15, 2026.



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

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# Basic information

## Indian Health Service (IHS)

Office of Clinical and Preventive Services

Supporting Tribes and Tribal Organizations (T/TOs) in the contiguous 48 states to provide tailored health care solutions and workforce training by planning and implementing the Community Health Aide Program (CHAP).

## Summary

The Community Health Aide Program (CHAP) Tribal Planning and Implementation (TPI) grant program helps Tribes and Tribal Organizations (T/TOs) launch new CHAPs and supports the expansion of existing CHAPs across the contiguous 48 states. This grant offers the regional flexibility necessary for T/TOs to develop CHAP models that meet their communities' health care needs.

The TPI grant program supports the second step of the competitive grant process, following the Tribal Assessment and Planning (TAP) competitive grant. The TPI grant uses outcomes from the TAP grant to focus on building CHAP infrastructure within a unique community. The TPI grant helps T/TOs prepare to set up an Area Certification Board, the third and final step of CHAP implementation.

Applicants can show eligibility for the TPI program by completing the TAP program or by providing supporting documentation to indicate TPI readiness. [See other eligibility criteria.](#)

The CHAP TPI program aims to help T/TOs:

- Develop support systems for clinical supervision and integrate the CHAP workforce into existing health systems to ensure alignment with community-specific health care needs.
- Establish technology infrastructure and comprehensive training programs to enhance the effectiveness, mobility, and professional development of health aides.
- Address drivers of health that impact workforce recruitment and retention.



Have questions?

See [Contacts and Support.](#)

### Key facts

**Opportunity name:**

Community Health Aide Program: Tribal Planning and Implementation (TPI)

**Opportunity number:**

HHS-2026-IHS-TPI-0001

**Assistance listing:**

93.382

**NOFO version:**

Original

### Key dates

**Application submission deadline:**

May 15, 2026

**Expected award date:**

June 1, 2026

**Expected earliest start date:**

June 1, 2026

- Plan for the financial and operational sustainability of CHAP within Tribal health systems.

# Funding details

**Type:** Grant

**Competition Type:** New

**Expected total program funding:** \$2,000,000.00

**Expected number of awards:** 3 to 5

**Funding range per applicant for the first budget period:**

\$400,000.00 to \$666,667.00

We expect to fund projects in three 1-year budget periods for a total period of performance of three years.

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

# Eligibility

## Eligible applicants

Only these types of organizations may apply:

### 1. 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.

### 2. Tribal organizations

A Tribal organization as defined by [25 U.S.C. 1603\(26\)](#), which refers to the definition 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](#) section.

## 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 can't 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

- The applicant must have successfully completed the Tribal Assessment and Planning grant (TAP) prior to applying for the Tribal Planning and Implementation (TPI) grant, or must be able to provide documentation that demonstrates TPI readiness. This documentation may include a feasibility report or community needs assessment. See [Attachments](#) section.
- Previous TPI grantees are encouraged to apply.
- If an applicant is successful under this announcement, any subsequent applications in response to other TPI announcements from the same applicant will not be funded.

An organization currently carrying out a CHAP in the U.S. in accordance with 25 U.S.C. 1616I through an ISDEAA agreement is eligible to apply, but may not use the funds to carry out a CHAP.

## Completeness and responsiveness criteria

We will review your application to make sure it meets these requirements.

- Is from an organization that meets all eligibility criteria.
- Does not exceed the amount of the [funding range](#). Applications that exceed the funding range will not be considered.
- Is not submitted after the [deadline](#).
- Includes a draft or final tribal resolution.

## Application limits

Reference “Other eligibility criteria” for additional details. There are no limits to the amount of applications that an entity can submit for this TPI NOFO.

## Cost sharing

This program has no cost-sharing requirement, meaning you do not need to contribute to the costs of this project.

If you choose to include cost-sharing funds, we won't consider it during our review. If you receive an award, we will include your voluntary commitment in the award, and you must report on the funds.

# Program description

## Background

The national CHAP is designed to establish a robust and scalable network of trained health aides who play a critical role in expanding access to high-quality health care in Tribal communities. These health aides will be rigorously trained and certified to provide direct patient care, health promotion, and disease prevention services, acting as an integral part of a comprehensive health care delivery system. CHAP providers include Behavioral Health Aides (BHAs), Community Health Aides (CHAs), and Dental Health Aides (DHAs).

- BHAs: Focus on mental health and substance abuse services, including counseling and crisis intervention.
- CHAs: Community members providing primary care, health promotion, and preventive education.
- DHAs: Offer preventive dental care, routine procedures, and education, with some performing restorative work.

The CHAP health aides operate within a structured referral and supervision model that closely links them with licensed health care professionals such as physicians, nurse practitioners, dentists, and mental health specialists. This model ensures that health aides deliver care under direct supervision while empowering them to act as frontline providers in their communities.

The CHAP providers can offer on-the-ground health care services that are otherwise difficult to access due to geographic or resource constraints. Increasing the number of trained and certified health aides will be instrumental in bridging the gap in health care accessibility, particularly in remote and underserved areas. Alaska's CHAP serves as a model of efficient, high-quality health care for rural communities, delivering around 300,000 patient encounters annually and offering 24/7 emergency response.

Key components of the CHAP workforce model include:

- Supervision: All aides work under licensed professionals and utilize telemedicine for additional support.
- Training: Providers receive tiered education and certification, allowing them to take on more responsibilities as they advance.
- Competence: The model integrates tribal practices to ensure high-quality care.

Within this notice of funding opportunity (NOFO) for the TPI grant, IHS seeks to strengthen CHAP by improving care, services, and outcomes for AI/AN communities. This initiative supports the development and expansion of CHAP to Tribal communities to enhance access to high-quality, competent health care through trained and certified health aides.

The CHAP planning and implementation process supports the expansion of CHAP in Tribal communities within the contiguous 48 states through a three-step process:

- Allowing Tribes to assess the feasibility of CHAP within their community (step one, TAP).
- Using assessment to build infrastructure and partnerships (step two, TPI).
- Standing up an Area Certification Board (step three, results of the completed TPI grant).

## Purpose

The TPI program aims to support T/TOs in both planning and implementing CHAP. Through TPI, Tribes are empowered to tailor CHAP to their unique community needs, build a sustainable workforce, and enhance the delivery of relevant health care services.

This program supports health care delivery in Tribal health systems by:

- Providing regional flexibility for Tribes and Tribal Organizations (T/TO) to implement CHAP models that address specific health care needs, including clinical supervision, technology infrastructure, and relevant care.
- Developing a comprehensive training and support system for health aides, including partnerships, continuous education, and best practices for integrating CHAP into existing Tribal health systems.
- Supporting health care workforce recruitment and retention efforts.
- Addressing drivers of health.
- Ensuring the financial planning and infrastructure necessary for CHAP's long-term success and scalability.

This grant is designed to support the planning and implementation of your Tribal community's comprehensive health care model utilizing CHAP. By focusing on key areas such as clinical supervision, workforce development, traditional inclusion, technology infrastructure, and sustainability planning, this grant will help strengthen health care services.

As state and national CHAP initiatives evolve, your local efforts will align with these developments to ensure the most effective and appropriate care is

delivered. Additionally, addressing social drivers of health and implementing data-driven quality improvement measures will further enhance the success of your CHAP program.

Here is a list of important CHAP-related resources you might consider when planning and writing your application:

- [Community Health Aide Program \(CHAP\) Overview](#)
- [National CHAP Policy](#)
- [Alaska Community Health Aide Program Certification Board \(CHAPCB\)](#)
- [CHAP Education and Training Resources](#)
- [Northwest Portland Area Indian Health Board Community Health Aide Program](#)

These resources will support your understanding and planning of CHAP within the context of Tribal health systems and provide essential guidelines for your application.

## Required activities

You will be required to carry out the following activities:

### Health Care Delivery and Access

- Align CHAP with local health care systems to ensure smooth integration into Tribal health programs.
- Develop a CHAP model that is flexible and adaptable to meet the unique health care needs of the community, enabling it to evolve with changing local health care challenges.
- Ensure health care services offer care that is relevant and trusted by Tribal members.
- Address the factors that affect access to care, developing solutions to remove these barriers and promote health care access.

### Workforce Development and Integration

- Strengthen clinical supervision and support structures to enhance workforce integration, ensuring high-quality care and solid leadership for CHAP providers.
- Focus on strategies to recruit, train, and certify health aides, building a reliable, skilled workforce that can meet ongoing and future health care demands.

- Provide continuous education and professional development opportunities to maintain a well-trained health care workforce that is prepared to address evolving community needs.
- Provide technological infrastructure to implement necessary technology, such as telemedicine and data management systems, to support communication, mobility, and coordination for CHAP providers, particularly in rural areas.

### **Program Evaluation and Strategic Planning**

- Use data insights to monitor and assess CHAP's impact, focusing on how health care delivery can be continuously improved to better serve the community.
- Develop a sustainability plan to ensure the financial and operational success of CHAP, focusing on capacity-building, partnerships, and scalable services to meet long-term health care needs.
- Establish systems to monitor and evaluate program outcomes, ensuring that CHAP can adapt and improve based on ongoing assessment and feedback.
- Collaborate with IHS and other regional and national partners to align with national standards, creating opportunities for continuous program improvement and shared best practices.

## **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 describes our level of involvement.

## Substantial agency involvement description for cooperative agreement

### IHS role

The IHS will have overall programmatic responsibility for monitoring the project's conduct and progress. The IHS will collaborate with you to:

- Provide technical assistance and subject matter expert advice on planning and implementation.
- Review and refine your proposed annual work plan and evaluation plan at the start of each year.
- Help identify and recommend useful tools, training, resources, and presentations.
- Revise, provide technical advice about, and approve any co-branded work products.
- Review and approve materials developed for dissemination to other Tribal, IHS, and Urban Indian health programs.
- Help as needed with evaluation plan implementation and developing a sustainability plan.
- Convene meetings, not more often than monthly, to share ideas, strategies, and tools to accelerate your program design and implementation.
- Make recommendations for possible federal agencies and non-governmental organization partners who can work with you to improve care.
- Coordinate, review, approve, and analyze project reporting templates and tools (for example, metrics used, achieved goals, and best practices implemented).
- Review and approve all key personnel and major budget changes.
- Encourage recipients to attend and actively participate in monthly calls, virtual meetings, and annual in-person gatherings.

# Funding policies and limitations

## Limitations

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

For guidance on some types of costs that we restrict or do not allow, see 2 CFR part 200 subpart E, [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.

## Program income

If you earn any money from your award-supported project activities (known as program income), you must use it for the purposes and under the conditions of the award. Find more about program income at [2 CFR 200.307](#).

## Indirect costs

Indirect costs are those shared across multiple projects and not easily separated.

To charge indirect costs you can select one of two methods:

**Method 1 — Approved rate.** If you currently have an indirect cost rate approved by your cognizant federal agency, you may use that rate.

Usually, IHS recipients negotiate their rates with the [HHS Division of Cost Allocation](#) or the Department of the Interior, [Interior Business Center](#). For questions about the indirect cost policy, write to [DGGM@ihs.gov](mailto:DGGM@ihs.gov).

**Method 2 — *De minimis* rate.** If you have never received a negotiated indirect cost rate, you may elect to charge a *de minimis* rate (see [2 CFR 200.414\(f\)](#)). This rate is 15% of modified total direct costs (MTDC). See the definition of MTDC ([2 CFR 200.1](#)). You can use this rate indefinitely.

If you choose this method, you must not charge costs included in the indirect cost pool as direct costs.

## 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 Indian Health Care Improvement Act, 25 U.S.C 1616l.

### Post-award requirements

Before you apply, make sure you understand the requirements that come with an award.

See [Step 6: Learn What Happens After Award](#) for information on regulations that apply, reporting, and more.



# Step 2: Get Ready to Apply

## In this step

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# 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 to apply. SAM.gov registration can take several weeks. Begin that process today.

To register:

- Go to [SAM.gov Entity Registration](#) and select Get Started. From the same page, you can also select the Entity Registration Checklist for the information you will need to register.
- You must agree to the [financial assistance general certifications and representations](#) specifically. Those for contracts are different.

When you register, you will also receive your required Unique Entity Identifier (UEI).

Once you register:

- You will have to maintain your registration throughout the life of any award.
- If your organization has multiple UEIs, use the one associated with your physical location.

## 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 at this NOFO's Grants.gov [opportunity page](#).

We recommend that you select the Subscribe button from the View Grant Opportunity page for this NOFO to get updates.

If you can't use Grants.gov to download application materials or have other technical difficulties, including issues with application submission, [contact Grants.gov](#) for assistance.



# Step 3:

# Build Your Application

## In this step

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# Application checklist

This checklist includes every component you will need to submit a complete application.

## Narratives

Item	Grants.gov form	Page limit
<input type="checkbox"/> <a href="#">Project summary</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

## Attachments

Insert each in a single Other Attachments form.

Attachments	Additional notes	Page limit
<input type="checkbox"/> Tribal resolution		None
<input type="checkbox"/> Work plan chart	See Work Plan Chart template on <a href="#">CHAP website</a> .	None
<input type="checkbox"/> Proof of nonprofit status		None
<input type="checkbox"/> Indirect cost agreement		None
<input type="checkbox"/> Biographical sketches		None
<input type="checkbox"/> Letters of support		None
<input type="checkbox"/> Audit documentation		None
<input type="checkbox"/> Readiness Report (from previously awarded TAP recipients)	Examples: Feasibility Report, Community Needs Assessment, etc. See readiness report sample on <a href="#">CHAP website</a> .	None

## Other required forms

Item	Grants.gov form	Page limit
<input type="checkbox"/> Application for Federal Assistance (SF-424)	Form SF-424	None
<input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A)	Form SF-424A	None
<input type="checkbox"/> Project/Performance Site Location		None
<input type="checkbox"/> Grants.gov Lobbying form		None
<input type="checkbox"/> Key Contacts		None
<input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL)	Form SF-LLL	None

## Application contents and format

Applications include narratives, attachments, and other required forms. This section includes guidance on each.

Your organization's authorized official must certify your application.

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

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

### Project summary

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.

In your application, you must demonstrate your existing infrastructure for delivering care and how you envision CHAP would strengthen health care services. You should focus on key areas such as:

- Clinical supervision and workforce integration
- Workforce development and recruitment
- Training and education programs
- Community-specific health care needs
- Community-specific health care needs assessment
- Technology infrastructure
- Sustainability planning
- Addressing drivers of health
- Data and quality improvement

Your activities must respond to the unique needs of AI/AN communities to ensure appropriate health care through CHAP.

# 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 scoring criteria in this section 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. If you exceed the page limits, your application will not be considered. We recommend page limits for subsections in the table, but they are guidance only.

**Table: Project narrative components**

Heading	Recommended page limit	Points
Introduction and need for assistance	2 pages	25 points
Project objectives, work plan, and approach	4 pages	25 points
Program evaluation	2 pages	25 points
Organizational capabilities, key personnel, and qualifications	2 pages	15 points

## Project narrative scoring criteria

### Introduction and need for assistance

**Maximum points:** 25

These criteria evaluate the introduction and need for assistance section of your project narrative. Reviewers will assess the extent to which your application describes needs and CHAP-related activities and accomplishments:

- Needs:
  - Highlight the lack of staff in key areas like primary care, behavioral health, and dental services. CHAP will help build a trained health aide workforce to meet these demands.
  - Explain how transportation, access to care, and other logistical challenges impact health care delivery, and how CHAP will improve accessibility through community-based solutions.

- Emphasize the gaps in training and certification for health care workers, and how CHAP will offer ongoing education to maintain a skilled workforce.
- Address the unique need for health care services, with CHAP providing care tailored to these specific needs.
- Focus on challenges related to telemedicine and data systems, and how CHAP will introduce necessary technology to improve access and coordination of care.
- Highlight the need for long-term planning, with CHAP creating pathways to build internal capacity, develop partnerships, and ensure the program's success over time.
- Outline the need for better data collection and continuous quality improvement, and how CHAP will use data-driven strategies to enhance health care delivery and track outcomes.
- CHAP-related activities and accomplishments:
  - Describe any existing health care initiatives or services your organization currently provides, especially those that align with CHAP principles, such as community-based care or telemedicine.
- CHAP planning and implementation:
  - Outline your strategy for implementing CHAP, focusing on how it will address existing gaps in your health care system and strengthen your workforce.
  - Emphasize how CHAP will serve as a sustainable, scalable model to meet the unique needs of your Tribal community.

## **Project objectives, work plan, and approach**

### **Maximum points: 25**

This section reviews your project's goals, work plan, and approach. Reviewers will assess how well your application outlines a clear, sustainable plan for implementing the TPI program. Your application will be evaluated based on how it addresses the following:

### **Approach and Workplan**

- Provide a comprehensive work plan outlining your objectives, key activities, and personnel. The plan focuses on strengthening health care access, addressing workforce shortages, and identifying infrastructure enhancements required for successful CHAP implementation, while ensuring the program aligns with the unique needs of your Tribal health system.

- Describe your strategy for implementing and planning CHAP in Tribal communities. Your approach should focus on using evidence-based practices and include:
  - Developing a clear vision for how CHAP will improve health care access, workforce capacity, and relevant care. Your goals should address both immediate needs and long-term health care priorities for the tribal community.
  - Setting Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) objectives to guide the implementation. These objectives should help you track progress, ensure accountability, and demonstrate successful integration and sustainability of CHAP in your community.
  - Conducting a high-level assessment of your community's health care needs, focusing on gaps in workforce, infrastructure, and service delivery. Use this assessment to identify where CHAP can make the most significant impact.
  - Identifying key challenges in recruiting and retaining health care staff. Outline strategies for building workforce capacity through partnerships, targeted training programs, and support systems to ensure a sustainable and skilled workforce for CHAP.
  - Emphasizing collaboration with Tribal health programs, IHS, and local organizations. These partnerships will support coordinated health care delivery and ensure CHAP is effectively integrated into existing services.
  - Detailing how you will plan for CHAP's long-term sustainability by identifying funding sources, building partnerships, and developing scalable strategies. Ensure the program is designed to meet evolving community health care needs beyond the initial implementation phase.
  - Demonstrating how CHAP will work with existing health care providers and community services. Describe how you would align CHAP with available resources to ensure a well-coordinated approach that enhances overall health care delivery.
  - Outlining plans for creating effective referral systems and smooth care transitions. Ensure that CHAP is ready to provide comprehensive patient care by coordinating with other health care services and programs.
  - Collaborating with public health programs to integrate secure data-sharing systems. This will enhance care coordination and enable the tracking of health outcomes, ensuring continuous improvement in service delivery.
- Provide a TPI Work Plan, which is required as part of your attachments and does not count toward the project narrative page limits. Your Work Plan will

be assessed in this category for completeness and clarity. See work plan chart template on [CHAP website](#).

- Provide a TPI Grant Timeline to represent your objectives, deadlines, work plan, and approach.

## Program evaluation

### Maximum points: 25

The program evaluation assesses the feasibility of integrating CHAP into Tribal health care systems by analyzing critical components such as clinical supervision and workforce integration, workforce development and recruitment, community-specific health care needs, technology infrastructure, sustainability planning, service delivery innovation, and data and quality improvement. The evaluation report focuses on how well the planning and implementation processes align with tribal community needs and support long-term health care improvements.

Reviewers will assess how well the following are described:

- The methods and approach you will use to monitor and guide the progress of your CHAP project. Include the data sources that you will use to track key program metrics.
- Your evaluation plan incorporates real-world clinical and program data.
- Your plan to begin tracking and reporting, beginning no later than the first quarter of the project period. This includes:
  - How you will develop or acquire, manage, track, and report data.
  - Any new data collection measures and methods that you will develop.
  - Who will be responsible for data collection, analysis, and reporting.
- How you will use evaluation activities to:
  - Determine your effectiveness in assessing the feasibility of implementing CHAP in your existing tribal health system over time.
  - Track progress towards achievement of your outcomes and goals.
  - Provide insights for improving clinical services, operations, and workforce development.
  - Document data and lessons learned that will be useful to other communities interested in replicating your CHAP model in their own communities.

Your evaluation plan should incorporate specific, measurable indicators that assess progress in the following categories related to CHAP implementation:

- Measure the number of patients served by CHAP health aides and increased access to care, especially in remote or underserved areas, using telemedicine and other services.
- Track recruitment, training, and retention rates of CHAP health aides to build a sustainable, skilled workforce that meets community health care demands.
- Evaluate patient satisfaction with appropriate services, ensuring CHAP delivers care tailored to local needs.
- Monitor the deployment and use of telemedicine and data systems to improve health care access, coordination, and service efficiency.
- Track completion rates for training and certification programs for CHAP health aides and ongoing participation in professional development.
- Assess the effectiveness of referral processes and integration of CHAP into existing health care systems to improve service delivery and care continuity.
- Track progress in securing long-term funding, partnerships, and resources to support the financial and operational sustainability of CHAP.
- Implement data collection systems to monitor health outcomes and use Continuous Quality Improvement (CQI) strategies to enhance care delivery.
- Document readiness for standing up an Area Certification Board, including a description of vetted accredited education and training programs.
- Provide a TPI SMART Goals Evaluation Plan to represent data outcomes.

See evaluation plan template on [CHAP website](#).

## **Organizational capabilities, key personnel, and qualifications**

**Maximum points:** 15

This section evaluates the organizational capabilities, key personnel, and qualifications presented in your project narrative. Reviewers will assess the extent to which your application addresses the following:

- You demonstrate that your program staff possess the necessary skills, experience, and time commitment to successfully implement the proposed CHAP TPI project.
- Your key personnel should include, at a minimum, one full-time (100%) staff member who is responsible for program coordination and management.
- You demonstrate that your staff or partners have clinical knowledge and relevant experience in health care, particularly in the areas of workforce development and Tribal health system integration.

## **Organizational overview and accomplishments**

You should describe:

- Examples or evidence to demonstrate your organization's ability to successfully execute similar program activities within the designated period of performance.
- Major program activities and accomplishments from the past five years, particularly those related to health care planning, workforce development, or program implementation.
- Any partnerships with other organizations and their contributions to relevant major program activities and successes.

### **Organizational structure and staffing**

You should describe:

- Organizational structure and planned approach to project staffing, management, and integration with other existing programs and departments.
- How staff will work together to meet project goals with a complete list of key staff for the project, their roles, levels of effort, and relevant qualifications.
- The current expertise of your staff related to your CHAP project. If key expertise (e.g., health care workforce planning or CHAP experience) is missing, describe your plan to fill those gaps and the anticipated timeline for doing so.
- Key staff, include biographical sketches and position descriptions in your attachments (they do not count toward the project narrative page limit).
- Any partners or collaborators, and how they will support the implementation of the project. Include letters of support or intent to collaborate in your attachments.

### **Sharing best practices with other tribes and organizations**

You should describe:

- Your experience in developing and sharing best practices related to health care workforce development and community health planning, especially within the Tribal health system.
- Tools, resources, reports, or presentations that you have shared across the Tribal health system, including with tribal health partners.

## Budget narrative

**Page limit:** 5 pages. (Stay within the overall page limit. If you exceed the page limits, your application will not be considered.)

**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](#).
- The scoring criteria in this section.

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.
- Do not exceed the funding range. Applications that exceed the funding range will not be considered.

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

## 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.

- Speakers' fees.
- Non-federal attendee travel.
- Registration fees.
- Other.

## Budget scoring criteria

### Categorical budget and budget justification

**Maximum points:** 10

Reviewers will assess the extent to which your [budget narrative](#):

- Includes a multi-year budget covering the entire project period (not just the first year).
- Clearly defines items of cost that are consistent with objectives and scope of activities proposed in the narrative, work plan, and evaluation plan.
- Ensures appropriate time commitment for key and other project personnel to assure proper direction, management, and completion of the project.

## Attachments

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

### Tribal Resolution

If you are a Tribe or Tribal Organization applicant, you must submit an official, signed Tribal Resolution before we can issue an award. You must submit a final or draft resolution with your application. Failure to submit a final or draft tribal resolution means your application will not be considered for funding. If your application is selected for award, we will contact you to let you know a final Tribal Resolution must be submitted to the Division of Grants Management and give you a due date. If the Resolution is not received by that due date, an award will not be issued.

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 work plan chart or timetable that summarizes the work plan in your project description by outlining your activities and outcomes. See work plan chart template on [CHAP website](#).

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

## Proof of nonprofit status

If your organization is a nonprofit, you need to attach proof. We will accept any of the following:

- A copy of a current tax exemption certificate from the IRS.
- A letter from your state's tax department, attorney general, or another state official saying that your group is a nonprofit and that none of your net earnings go to private shareholders or others.
- A certified copy of your certificate of incorporation. This document must show that your group is a nonprofit.
- Any of the above for a parent organization. Also include a statement signed by an official of the parent group stating that your organization is a nonprofit affiliate.

## 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 isn't 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](#).
- Missing or delinquent audits will disqualify your application from consideration.

## **Readiness Report (from previously awarded TAP recipients)**

Criteria can be met by submitting supporting documentation. This might include a feasibility report or community needs assessment. See readiness report sample on [CHAP website](#).

Applicants who have not completed the TAP program can indicate TPI readiness by providing a community needs assessment or a feasibility report focusing on building CHAP infrastructure within a unique community. The applicant must show their community is ready to:

- Develop support systems for clinical supervision and integrate CHAP workforce into existing health systems to ensure alignment with community-specific health care needs.
- Establish technology infrastructure and comprehensive training programs to enhance the effectiveness, mobility, and professional development of health aides.
- Address drivers of health that impact workforce recruitment and retention.
- Plan for the financial and operational sustainability of CHAP within Tribal health systems.

## Other required forms

You will need to complete some required forms 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

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# 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.

Stay within the overall page limit. If you exceed the page limits, your application will not be considered.

## Scoring process

The Review Committee reviews all applications that pass the initial review. The members use the criteria in the [project narrative](#) and [budget narrative](#) sections in Step 3.

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

## Criteria summary

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

We do not consider voluntary cost sharing during scoring.

## Risk review

Before making an award, we review the risk that you will mismanage federal funds or fail to complete the project objectives. We need to make sure you've handled any past federal awards well and demonstrated sound business practices.

We use [SAM.gov](https://sam.gov) Responsibility/Qualification to check this history for all awards likely to be over \$250,000. We also check Exclusions.

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

You can see more details about risk review at [2 CFR 200.206](#).

## 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 type 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 don't 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 don't 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

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# 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.

## Deadline

**You must submit your application by May 15, 2026, 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.

## Process

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

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

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

## Exemptions

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

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

# Intergovernmental review

[Executive Order 12372, Intergovernmental Review of Federal Programs](#) does not apply to this NOFO. You do not need to take any action.



# Step 6:

# Learn What Happens After Award

## In this step

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# 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 in [\[21 CFR 200\]](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements, effective October 1, 2025. These replace those in 45 CFR 75, with some exceptions in 2 CFR 300.
- The HHS [Grants Policy Statement \(GPS\) \[PDF\]](#). 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](#).
- All anti-discrimination laws: By applying for or accepting federal funds from HHS, recipients certify compliance with all federal antidiscrimination laws and these requirements and that complying with those laws is a material condition of receiving federal funding streams. Recipients are responsible for ensuring subrecipients, contractors, and partners also comply.

# 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 don't 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

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# Agency contacts

## Program and eligibility

**Dr. Wyatt Whitegoat, National CHAP Coordinator**

Office of Clinical and Preventative Services

5600 Fishers Lane

Rockville, MD 20857

Phone: (301) 443-7284

Email: [IHSCHAP@ihs.gov](mailto:IHSCHAP@ihs.gov)

## Grants management and financial

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

## Review process and application status

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

# Help with systems

## Grants.gov

Grants.gov provides 24/7 support. Hold on to your ticket number.

- Phone: 1-800-518-4726
- Email: [support@grants.gov](mailto:support@grants.gov)

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

## SAM.gov

If you need help, you can:

- Call 866-606-8220.
- Live chat with the [Federal Service Desk](#).

## GrantSolutions

For help, contact the GrantSolutions help desk:

- Phone: 866-577-0771
- E-mail: [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 \(U.S.C.\)](#)