



Injury Prevention Program

Notice of Funding Opportunity








Application due November 13, 2025

Tribal Injury Prevention Cooperative Agreement Program

Opportunity number: HHS-2026-IHS-IPP-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 November 13, 2025.



To help you find what you need, this NOFO uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow (Windows) or Command + Left Arrow (Mac) on your keyboard.



Step 1: Review the Opportunity

In this step

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Basic information

Indian Health Service

Division of Environmental Health Services

Injury Prevention Program

Build capacity to reduce injuries and violence for American Indian and Alaska Native (AI/AN) people through community-driven, culturally centered approaches.

Summary

The Indian Health Service (IHS) Injury Prevention Program (IPP) provides funding for Tribes to develop their capacity and infrastructure in injury and violence prevention. The goal is to address the disparity in injury rates among American Indian and Alaska Native (AI/AN) people.

This notice of funding opportunity (NOFO) has two separate, competitive parts. **You can only apply for one of the two parts and you must state which part you are applying for in your project summary.**

The two parts are:

- **Part I:** Funding to hire a full-time injury prevention coordinator to implement an injury prevention program within their community or service area.
 - Part I recipients must have a 2,500 minimum IHS user population.
 - This requirement allows the IPP to reach a large number of AI/AN people with the limited amount of available funding.
 - Additionally, the population minimum is important to determine reliable outcomes. An adequate sample size is necessary to detect statistically significant differences related to relatively infrequent events in a small community, such as motor vehicle crashes with an injury or death.
- **Part II:** Funding to develop injury prevention projects or innovative strategies.



Have questions?
See [Contacts and Support](#).

Key facts

Opportunity name:

Tribal Injury Prevention Cooperative Agreement Program

Opportunity number:

HHS-2026-IHS-IPP-0001

Announcement type:

New

Assistance listing:

93.284

Key dates

Application submission deadline:

November 13, 2025

Expected award date:

January 1, 2026

Expected earliest start date:

January 1, 2026

See [other submissions](#) for other time frames that may apply to this Notice of Funding Opportunity.

Funding details

Type: Cooperative agreement

Competition Type: New

Expected total program funding: \$3,000,000

Expected number of awards: 22 to 30

Funding range per applicant for the first budget period:

- Part I: Up to \$150,000 (approximately 15 awards)
- Part II: Up to \$40,000 (approximately 12 awards)

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

Eligible applicants will only be issued one award, either for Part I or Part II. Applicants will not be awarded for both in the same funding cycle.

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

Eligibility

Eligible applicants

Only these types of organizations may apply:

Federally recognized Indian Tribes

An Indian Tribe as defined by 25 U.S.C. 1603(14). The term “Indian Tribe” means any Indian Tribe, band, nation, or other organized group or community, including any Alaska Native village or group, or regional or village corporation, as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688) [43 U.S.C. 1601 et seq.], which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Tribal organizations

A Tribal organization as defined by 25 U.S.C. 1603(26). The term “Tribal organization” has the meaning given the term in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304(l)): “Tribal organization” means the recognized governing body of any Indian Tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities: provided that, in any case where a contract is let or grant made to an organization to perform services benefiting more than one Indian Tribe, the approval of each such Indian Tribe shall be a prerequisite to the letting or making of such contract or grant.

You must submit letters of support or Tribal Resolutions from the Tribes you will serve. See [attachments](#).

Urban Indian organizations

Urban Indian organization as defined by 25 U.S.C. 1603(29). The term “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 purpose of performing the activities described in 25 U.S.C. 1653(a).

You must provide proof of nonprofit status. See [attachments](#).

Eligibility exceptions

- Individuals, including sole proprietorships and foreign organizations, are not eligible.
- We do not fund concurrent projects under this program. If you get an award under this announcement, we cannot later fund you under a subsequent opportunity for the same program while this award is active.

Other eligibility criteria

This cooperative agreement opportunity is available to any applicant regardless of whether or not they have previously received IHS IPP Part I or Part II funding.

To be eligible for Part I, you must include proof that your IHS user population is at least 2,500. If you are applying for Part I, include documentation in the [IHS user population attachment](#).

There is no minimum population requirement for Part II.

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 request funding above the award ceiling shown in the [funding range](#).
- Is not submitted after the [deadline](#).
- Includes a draft or final tribal resolution.

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 mission of the IHS Injury Prevention Program (IPP) is to help AI/AN people be as healthy as possible by decreasing the incidence of severe injuries and death. It aims to do this by increasing the ability of Tribes and Urban Indian Organizations (UIOs) to address their injury and violence problems.

This NOFO is the seventh funding opportunity for the IHS IPP and builds on previous and current Tribal Injury Prevention Cooperative Agreement Programs (TIPCAP).

The facts about injuries

- Injuries are the leading cause of death for AI/AN people between the ages of 1 and 54 years.^[1]
- The leading causes of unintentional injury deaths among AI/AN people are motor vehicle crashes, poisoning, and falls.^[2]
- Overdose death rates increased 15% for AI/AN people between 2021 and 2022, and opioid overdoses continue to be disproportionately high.^[3]
- Suicide is the third leading injury cause of death among all AI/AN people.^[4]
- Depending on the injury type, AI/AN people experience injury mortality rates that are 2.5 to 8.7 times higher than the U.S. rates for all races.^[5]
- The AI/AN community is disproportionately impacted by firearm violence. In 2022, rates of both firearm homicide and firearm suicide increased. Males accounted for the majority of both homicide victims (78.4%) and firearm homicide victims (81.5%).^[6]

With this NOFO, the IHS IPP continues to build capacity and improve outcomes by preventing injury and violence among AI/AN people. As a result, we will identify and share effective, culturally informed TIPCAP activities that will work in Tribal and Urban Indian communities.

Purpose

The purpose of this IHS cooperative agreement is to address the disparity in injury rates between AI/AN people and other population groups in the United States. It encourages Tribes and Urban Indian Organizations (UIOs) to implement focused, community-based injury prevention programs and projects using evidence-based and evidence-informed strategies.

Evidence-based strategies are prevention methods that have been scientifically evaluated and proven to prevent injuries. This can include strategic changes to the environment (for example, improving roadways, evaluating elder homes for fall hazards, and installing smoke alarms) and strategies to promote behavior change (such as car seat use and float coat use).

Evidence-informed strategies allow for blending knowledge from science and Tribal community-based practices to prevent injuries. This includes use of evidence-based strategies that are tailored to Tribal communities by adapting language, culture, and context in a way that is compatible with cultural patterns, meaning, and values. These types of approaches allow for well-planned, promising, and innovative injury prevention strategies while adapting to Tribal community needs.

Federally recognized AI/AN Tribes, Tribal organizations, and UIOs have unique understanding of AI/AN community cultures, fluency in Native languages, and knowledge of Indigenous history and traditional practices. These entities are best qualified to address Tribal injury prevention needs in an efficient, effective, and culturally informed manner. Your application should be designed to serve and respond to the needs, culture, and historical experience of AI/AN people in addressing injuries. For more information on these strategies and injury types, review the [Injury Prevention evidence-based and evidence-informed strategies](#).

The IHS IPP will accept applications for projects related to the following injury types:

- Motor vehicle-related injuries, including pedestrian injuries.
- Falls, including elder falls.
- Poisoning, including community-based opioid overdose prevention.
- Burns.
- Drownings.
- Firearm-related injuries.
- Suicide.
- Violence.
- Traumatic brain injuries.
- Emerging injury prevention areas identified and defined by the community.

Projects related to animal control and bite injuries will not be approved under this award.

All injury types selected in the application are subject to review prior to being awarded.

For more information on these strategies and injury types, review the [Injury Prevention evidence-based and evidence-informed strategies](#).

Your application should be designed to serve and respond to the needs, culture, and historical experience of AI/AN people in addressing injuries.

Here is a list of important resources to consider when planning and writing your application:

- [Injury Prevention Program Planning](#)
- [Indian Health Service Focus: Injuries 2017 Edition](#)
- [IHS Injury Prevention Tribal Injury Prevention Cooperative Agreement](#)
- [IHS Injury Prevention Program Resources](#)
- [Tribal Motor Vehicle Injury Prevention Best Practices Guide](#)
- [Tribal Motor Vehicle Injury Prevention Program Evaluation Guide](#)
- [Guidance for Federal Departments and Agencies on Indigenous Knowledge](#)
- [SAMHSA Cultural Wisdom Declaration](#)
- [Injury Prevention Evidence-based and Evidence-informed strategies](#)
- [TIPCAP Application Template](#)

Required and optional activities

Part I activities

The purpose of Part I is to develop a program that includes a trained Tribal Injury Prevention Coordinator, a focused work plan with clear goals and objectives, an evaluation plan, sustainability activities, and reported results.

You will be **required** to carry out the following activities unless otherwise noted:

- Hire a full-time Tribal Injury Prevention Coordinator.
 - The coordinator must be a full-time employee (40 hours per week) and solely dedicated to managing the IPP and achieving its aims.
 - The position cannot be part-time, split duties, or have other duties assigned.
 - The position may be located within an Urban Indian Organization, Tribal health program, Tribal highway safety program, or a community-based Tribal program.
- Develop and maintain an evaluation plan for project data collection including baseline, timeline, and outcomes. Data will be used for setting priorities, planning the program, and evaluating interventions. Indigenous evaluation methods may be included.

- Develop a five-year plan based on morbidity and mortality injury data and implement evidence-based or evidence-informed injury prevention strategies. If baseline data is not available when you apply, you must obtain baseline data before you implement your strategies. Plans may incorporate Indigenous knowledge. The five-year plan should include:
 - A five-year goal statement that is specific, measurable, achievable, realistic, and includes a timeframe (SMART).
 - Annual objectives with benchmarks and activities for year 1 and year 2 that are SMART. Objectives for years 3 through 5 may be developed after the IPP begins.
 - A logic model which demonstrates inputs (personnel and materials), outputs (activities and participation), and outcomes (short, medium, and long term).
- Incorporate evidence-based or evidence-informed injury prevention strategies.
 - Tailor the IPP strategies with Tribally driven and culturally informed information to promote safe behavior, lead by culture, and empower communities to take action in injury prevention.
 - Support primary injury prevention approaches, which aim to prevent the injury before it occurs.
- Select up to two evidence-based and/or evidence-informed strategies to implement in years 1 and 2, and up to three strategies with approval from IHS IPP in following years. Limiting the number of strategies helps to achieve quality programs and projects that are well planned, focused, and manageable. For more information on these strategies, review the [Injury Prevention evidence-based and evidence-informed strategies](#). This document outlines strategies and interventions recommended by the IHS IPP in working with tribal communities for reducing or preventing injuries.
 - There is no requirement to implement all corresponding interventions for each strategy. You may choose which interventions to implement. For example, you may select the seat belt use strategy and implement two of the three corresponding interventions, such as education and law enforcement.
 - You must decide which components will be most effective in your community.
- Develop partnerships through leading or participating in an injury prevention coalition to share resources and expertise and collaborate in planning, implementing, and evaluating projects.

- Budget for at least one person to attend the mandatory annual, two-day, in-person workshop in a location to be determined.
- Participate in IHS/contractor conference calls and webinars.
- Participate in IHS/contractor site visits.
- Successfully complete the following [IHS Injury and Violence Prevention training courses](#):
 - Course I: Defining the Problem
 - Course II: Identifying the Intervention
- Successfully complete certification trainings necessary for the IPP position such as Child Passenger Safety Technician, Tai Chi Instructor, etc. that are specific to the program's scope of work. You may contact your [IHS Area Injury Prevention Specialist](#) to discuss recommended certifications.
- Engage in activities to promote sustainability of the IPP and develop a sustainability plan by the end of the year 3.
- Submit one article per year to the TIPCAP newsletter.

Part II activities

The purpose of Part II is to develop a program to address injuries through implementation of a small, focused, and manageable work plan with clear goals and objectives, an evaluation plan, sustainability activities, and reported results.

We encourage you to involve key partners in your activities to sustain the project. Part II recipients may use up to 20% of the total award for salary support.

You will be **required** to carry out the following activities unless otherwise noted:

- Develop and maintain an evaluation plan for project data collection including baseline, timeline, and outcomes. Data will be used for setting priorities, planning the program, and evaluating interventions. Indigenous evaluation methods may be included.
- Develop a five-year plan based on morbidity and mortality injury data and implement evidence based or evidence-informed prevention strategies. If baseline data is not available when you apply, you must obtain baseline data before you implement your strategies. Plans may incorporate Indigenous knowledge. The five-year plan should include:
 - A five-year goal statement that is specific, measurable, achievable, realistic, and includes a timeframe (SMART).
 - Annual objective(s) with benchmarks and activities for year 1 and year 2 that are SMART. Objectives for years 3 through 5 may be developed after the IPP begins.

- A logic model which demonstrates inputs (personnel and materials), outputs (activities and participation), and outcomes (short, medium, and long term).
- Incorporate evidence-based and/or evidence-informed injury prevention strategies.
 - Tailor the IPP strategies with Tribally driven and culturally informed information to promote safe behavior, lead by culture, and empower communities to take action in injury prevention.
 - Support primary injury prevention approaches, which aim to prevent the injury before it occurs.
- Select one evidence-based and/or evidence-informed strategies to implement in years 1 and 2, and up to two strategies with approval from IHS IPP in following years. Limiting the number of strategies helps to achieve quality programs and projects that are well planned, focused, and manageable. For more information on these strategies, review the [Injury Prevention evidence-based and evidence-informed strategies](#). This document outlines strategies and interventions recommended by the IHS IPP in working with tribal communities for reducing or preventing injuries.
 - There is no requirement to implement all corresponding interventions for each strategy. You may choose which interventions to implement. For example, you may select the seat belt use strategy and implement one of the three corresponding interventions, such as education and law enforcement.
 - You must decide which components will be most effective in your community.
- Participate in IHS/contractor conference calls and webinars.
- Successfully complete the following [IHS Injury and Violence Prevention training courses](#):
 - Course I: Defining the Problem
 - Course II: Identifying the Intervention
- Successfully complete certification trainings necessary for the IPP position such as Child Passenger Safety Technician, Tai Chi Instructor, etc. that are specific to the program's scope of work. You may contact your [IHS Area Injury Prevention Specialist](#) to discuss recommended certifications.
- Engage partners in activities to promote sustainability of the IPP and develop a sustainability plan by the end of the year 3.
- Submit one article per year to the TIPCAP newsletter.

Optional activities for Part II:

- Budget for at least one person to attend the mandatory annual, two-day, in-person workshop in a location to be determined.
- Participate in IHS/contractor site visits.

Cooperative agreement terms

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

Substantial agency involvement description for cooperative agreement

The recipient, the outside contractor, and IHS will have a role in the project. Throughout the cycle of your project, IHS staff will be there to help you and work with you.

Your role:

- Comply with terms and conditions of the award.
- Coordinate with finance to ensure routine drawdown of funds throughout the duration of the TIPCAP cycle.
- Partner with IHS in decisions involving strategy, injury data, use of public information materials, coordination of activities, trainings, progress reports, budget, and evaluation.
- Successfully complete and submit updated work plans and evaluation plans.
- Submit annual and semi-annual progress reports including project narratives, checklists, assessments, observations, and financial reports.
- Notify IHS of needed or anticipated changes to the work plan, evaluation plan, or staffing changes.
- Participate in site visits as applicable.
- Attend and actively participate in biannual conference calls, webinars, and the annual workshop. (Annual workshop is optional for Part II.)
- Share or post publicly project findings and accomplishments. Share and disseminate project resources, reports, profiles, and presentations with the IHS IPP and others.

IHS role:

The IHS IPP will assign an IHS Injury Prevention Specialist (Area, District) or designee to serve as the Project Officer for the TIPCAP recipient. Technical assistance will also be supported by the IHS role. The Project Officer's responsibilities include:

- Help the recipient make decisions about program activities, including evaluation (data collection, quality, analysis, and reporting), use of public information materials, reports, budget, and program sustainability.
- Monitor the overall progress and challenges of the recipient's program and their adherence to the terms and conditions of the cooperative agreement.
- Provide guidance for meeting deadlines of required progress and financial reports.
- Provide guidance in preparing articles for publication and/or presentations of program successes, lessons learned, and new findings.
- Participate in, conduct, and schedule biannual conference calls for technical assistance and program progress.
- Help the recipient review the annual work plan, develop the evaluation plan, conduct data analysis, and interpret findings.
- Provide feedback on products developed by the recipient.
- Provide guidance on evidence-based and evidence-informed injury prevention strategies.
- Produce the Tribal Injury Prevention Cooperative Agreement (TIPCAP) newsletter for information sharing and collaboration.
- Conduct and participate in site visits for technical assistance.
- Develop an annual program guide for program implementation and injury prevention best practices.
- Provide and recommend training, webinars, and continuing education courses for the recipient to develop the Tribal Injury Prevention Coordinator's competencies (Part I only).
- Coordinate and participate in the annual TIPCAP workshop to build skills, share new information and innovative strategies, and assist recipients in program implementation specific to AI/AN communities.

Funding policies and limitations

Limitations

- Pre-award costs are allowable up to 90 days before the start date of the award, provided the cost 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, [General Provisions for Selected Items of Cost](#).

Policies

- 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 DGM@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); IHCIA 25 U.S.C 1621b and the Public Health Service Act, 42 U.S.C 241 *et seq.*



Step 2: Get Ready to Apply

In this step

Get registered

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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

Application checklist [23](#)

Application contents and format [25](#)

Application checklist

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

Narratives

Item	How to upload	Page limit
<input type="checkbox"/> Project summary	Use the Project Abstract Summary Form.	1 page
<input type="checkbox"/> Project narrative	Use the Project Narrative Attachment form.	10 pages
<input type="checkbox"/> Budget narrative	Use the Budget Narrative Attachment form.	5 pages

Attachments

Insert each in a single Other Attachments form.

Component	Page limit
<input type="checkbox"/> Tribal Resolution	None
<input type="checkbox"/> Work plan table	None
<input type="checkbox"/> Logic model	None
<input type="checkbox"/> Evaluation plan table	None
<input type="checkbox"/> Proof of nonprofit status	None
<input type="checkbox"/> Indirect cost agreement	None
<input type="checkbox"/> IHS user population (Part I only)	None
<input type="checkbox"/> Biographical sketches	None
<input type="checkbox"/> Letters of support and letters of commitment	None
<input type="checkbox"/> Multiyear project requirements	None
<input type="checkbox"/> Audit documentation	None
<input type="checkbox"/> Optional attachments	None

Other required forms

Upload using each [required Grants.gov form](#).

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

Page limit: 1

File name: 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.

You must state which component you are applying for in your project summary.

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: Double-spaced

Margins: 1-inch

Size: 8.5 by 11 inches

Include consecutive page numbers.

Formats: While the forms for project and budget narratives are PDF, you may upload Word, Excel, or PDF files to those forms.

Project narrative

Page limit: 10 pages

File name: 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, or we will remove pages beyond that. We recommend page limits for subsections in the table, but they are guidance only.

Table: Project narrative components

Heading	Recommended page limit	Points
Introduction and need for assistance	2 pages	20 points
Project objectives, work plan, and approach	4 pages	30 points
Program evaluation	2 pages	30 points
Organizational capabilities, key personnel, and qualifications	2 pages	10 points

Project narrative scoring criteria

Introduction and need for assistance

Recommended page limit: 2

Maximum points: 20

These criteria evaluate the introduction and need for assistance section of your project narrative. Reviewers will assess the extent to which your application does the following:

- Describe the Tribe's, Indian organization's, or Urban Indian organization's service population.
- Part I only: Provide documentation that the IHS user population is at least 2,500 people.

Needs

- Describe the need for funding and the injury problem for the Tribe, Tribal organization, or Urban Indian organization:
 - What is the injury problem?
 - Whom does the problem affect?
 - Why is it a problem?
 - What are the risk and contributing factors of the problem?
- Include current injury data and baselines (for example, motor vehicle crash injuries and deaths or elder fall injuries) for the population to be served (for example, children under the age of eight, people using the community lake, or impaired drivers).
 - You may use local, IHS, state, or national injury data along with Indigenous knowledge about the community or target population.
 - You may include both quantitative (numbers) and qualitative (stories) data.
 - Indigenous knowledge may help Tribal communities protect against injuries.

Project objectives, work plan, and approach

Recommended page limit: 4

Maximum points: 30

These criteria evaluate the proposed scope of work, objectives, and activities that provide a description of what the applicant plans to accomplish. Reviewers will assess the extent to which your application does the following:

Project objectives

- Describe the injury types the project will address and your reasons for choosing them. Be sure that the injury types you choose are listed in the [purpose](#) section of the program description.
- State which evidence-based and/or evidence-informed or innovative strategy to address the selected injury types you will use. Include a description of which interventions related to the strategy you will implement.
 - Part I: May select up to **two** strategies to implement in years 1 and 2, and up to three strategies in subsequent years.
 - Part II: May select **one** strategy to implement in years 1 and 2, and up to two strategies in subsequent years.

- Include a five-year goal statement that is specific, measurable, achievable, realistic, and includes a timeframe (SMART).
- State project objectives that are specific, measurable, achievable, realistic, and include a timeframe (SMART).

Work plan

- Provide a [work plan](#), which is required as part of your attachments and does not count toward the project narrative page limits. The work plan should include:
 - Each SMART objective for year 1 and year 2. Objectives for years 3 through 5 may be developed after the IPP begins.
 - The planned activities and action steps to reach each objective.
 - The person or people responsible.
 - The timeframe for each short-term objective.

Approach

- Provide a [logic model](#), which is required as part of your attachments and does not count toward the project narrative page limits. The logic model should include:
 - Inputs (personnel and materials).
 - Outputs (activities and participation).
 - Outcomes (short, medium, and long term).
- Describe in your project narrative how the IPP will be sustained after the five-year program cycle ends.

Program evaluation

Recommended page limit: 2

Maximum points: 30

These criteria evaluate the [evaluation plan table](#) attachment and the program evaluation section of your project narrative. Reviewers will assess the extent to which your application does the following:

- Describe the methods, approach, and data sources you will use to monitor and guide project progress.
- Describe how the proposed strategies will minimize or reduce severe injuries within the target population. This may include anticipated or expected benefits for the Tribal community or target population.
- Describe how each project indicator (objective) will be evaluated, including a sample list of data variables to be collected (for example, car seat event

data, responses from community surveys, records of home fall hazards corrected, or law enforcement citations).

Organizational capabilities, key personnel, and qualifications

Recommended page limit: 2

Maximum points: 10

- These criteria evaluate the organizational capabilities, key personnel, and qualifications section of your project narrative. Reviewers will assess the extent to which your application does the following:
 - Describe the program or department that will provide oversight, office space, and support for the IPP and, for Part I applicants, the full-time injury prevention coordinator.
 - Demonstrate organizational capabilities and key personnel, including degree of commitment.
 - Describe your organization's major program activities, accomplishments, and partnerships within the past three years related to implementing injury prevention projects, campaigns, and results.
 - Describe the resources available (for example, facilities, equipment, information technology systems, and financial management systems).
 - Provide examples or evidence that demonstrate your ability to execute the program activities within the period of performance.
 - Describe how project continuity will be maintained if there is a change in the operational environment (for example, staff turnover, change in project leadership, or change in elected officials).
 - For key staff, include short [biographical sketches](#) or position descriptions in your attachments (does not count towards the project narrative page limit).
- Identify partners and their role in achieving the goals of the project. Include [letters of support or commitment](#) in your attachments.

Budget narrative

Page limit: 5

File name: 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.
- Police enforcement services related to injury prevention strategies are allowable and should be included under the "contractual" category.
- Part II recipients may use up to 20% of the total award for salary support.

Recipients may include hiring bonuses and salary increases for the injury prevention coordinator to assist in providing a living wage for recruitment and retention. Consideration for a living wage for the coordinator creates a sustainable program and serves as a protective factor against injuries.

Be sure to do the following in your budget narrative:

- Show each line item in your SF-424A, organized by budget category.
- Provide the information for the entire period of performance, broken down by year.
- For each line item, describe:
 - How the costs support achieving the project's proposed objectives.
 - How you calculated or arrived at the cost.
- Take care to explain each item in the "other" category and why you need it.
- Do not use the budget narrative to expand your project narrative.

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

Budget scoring criteria

Categorical budget and budget justification

Maximum points: 10

Reviewers will assess the extent to which your budget includes the following:

- A budget narrative.
- A one-year categorical budget.
- Travel expenses for the annual TIPCAP workshop (air fare, per diem, lodging, etc.). This is a required activity for Part Is and an optional activity for Part II. Part II recipients are strongly encouraged to attend. Plan to budget for the first annual TIPCAP workshop to be held in the Washington D.C. area.
- If you claim indirect costs, indicate and apply the current negotiated rate to the budget.

Attachments

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

Tribal Resolution

If you are a Tribal or Tribal Organization applicant, you must submit an official, signed Tribal Resolution before we can issue an award. You may submit a final or draft resolution with your application. 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 table

Attach a work plan table that summarizes your project description by outlining your activities and outcomes.

The work plan should include activities for year 1 and year 2. Objectives for years 3 through 5 may be developed after the IPP begins.

You may use the [work plan template \[.docx - 18KB\]](#) as a reference and resource.

Logic model

Attach a logic model that demonstrates inputs (personnel and materials), outputs (activities and participation), and outcomes (short, medium, and long term).

The logic model should include activities for the entire period of performance.

You may use the [logic model template \[.docx - 16KB\]](#) as a reference and resource.

Evaluation plan table

Attach an evaluation plan that includes a table with information outlined in the program evaluation section of this document.

The evaluation plan should include activities for the entire performance period.

You may use the [evaluation plan template \[.docx - 16KB\]](#) as a reference and resource.

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 these 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.

IHS user population (Part I applicants only)

If you are applying for Part I, attach the IHS user population documentation. IHS user population is the only acceptable source of this information. The FY 2023 IHS User Population Estimate data set can be obtained from IHS. You may contact [your IHS Area Injury Prevention Specialist](#) to obtain the set. If you have additional questions about the correct estimate number for your Tribe or Tribal organization, please contact your [IHS Area Statistical Officer](#).

IHS user population is defined as AI/AN people who have utilized services funded by the IHS at least once during the last three-year period.

Biographical sketches

For key personnel, attach biographical sketches for positions that are filled. If a position is not filled, attach a short description of the position and its qualifications.

Letters of support and letters of commitment

Attach letters of support from your organization's board of directors, if relevant, and for any key partners collaborating and named in your proposal. Letters of commitment from partners with a substantial role should include the specific tasks the partner will perform.

Multi-year project requirements

Applications must include a brief project narrative and budget addressing the developmental plans for each additional year of the project. This attachment will not count as part of the project narrative or the budget narrative.

Audit documentation

You must provide documentation of required audits. You can submit either of the following:

- An email confirmation from the Federal Audit Clearinghouse (FAC) showing that you submitted the audits.
- FAC sheets from audit reports. You can find these on the [FAC website](#).

Optional attachments

You can attach additional supporting documents, including:

- Organizational chart.
- Map of area identifying project location(s).

- Additional documents to support narrative (for example, data tables, key news articles, etc.).

Other required forms

You will need to complete some required forms. Upload the standard forms listed here at Grants.gov. You can find them in the NOFO [application package](#) or review them and their instructions at [Grants.gov Forms](#).

Forms	Submission Requirement
Application for Federal Assistance (SF-424)	With application
Budget Information for Non-Construction Programs (SF-424A)	With application
Project/Performance Site Location	With application
Grants.gov Lobbying Form	With application
Key Contacts	With application
Disclosure of Lobbying Activities (SF-LLL)	If applicable, with the application.

Important: public information

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

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

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

[See instructions and examples.](#)

Component funding instructions for SF-424A

When completing your SF-424A, you will enter each component you propose in the “grant program, function, or activity” sections. The form allows for only four components.

If you are proposing more than four components, you must submit two SF-424A forms. You can upload the second form under Other Attachments form.



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.

We will not review any pages that exceed the page limit.

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	20 points
2. Project objectives, work plan, and approach	30 points
3. Program evaluation	30 points
4. Organizational capabilities, key personnel, and qualifications	10 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](https://www.ecfr.gov/current/title-2/chapter-I/subchapter-A/part-200/subpart-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

Application submission and deadlines [40](#)

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 November 13, 2025 at 11:59 PM 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. 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 does not justify 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

Post-award requirements and administration [43](#)

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 [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](#).

Reporting

If you receive an award, you will have to submit financial and performance reports.

If you are successful, you will have to submit financial and performance reports and possibly reports on specific types of activities. Your Notice of Award outlines the specific requirements and deadlines. To learn more about reporting, see:

- [Performance Progress Reports](#)
- [Progress Report Requirements](#)
- [Financial Reporting](#)

If your award includes funds for a conference, you must submit a report for all conferences.

If you do not submit your reports on time, we could:

- Suspend or terminate your award.
- Withhold payments.
- Move you to a reimbursement payment method.
- Withhold future awards.
- Take other enforcement actions.
- Impose special award conditions if the situation continues.



Contacts and Support

In this step

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Agency contacts

Program and eligibility

CDR Molly Madson, Injury Prevention Program Manager

Email: molly.madson@ihs.gov

Phone: 301-945-3189

CDR Andrea Tsatoke, Injury Prevention Specialist

Email: andrea.tsatoke@ihs.gov

Phone: 240-535-9642

Grants management and financial

DGM@ihs.gov

Review process and application status

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

If problems persist, contact the Office of Grants Management at DGM@ihs.gov at least 10 days before the application due date.

SAM.gov

If you need help, you can:

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

GrantSolutions

For help, contact the GrantSolutions help desk:

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

Endnotes

1. Centers for Disease Control and Prevention (CDC). WISQARS — Web-based Injury Statistics Query and Reporting System, 2018–2021 data. Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Injury Prevention and Control; 2023. [↑](#)
2. Centers for Disease Control and Prevention (CDC). WISQARS — Web-based Injury Statistics Query and Reporting System, 2018–2021 data. Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Injury Prevention and Control; 2023. [↑](#)
3. Spencer MR, Miniño AM, Warner M. Drug overdose deaths in the United States, 2002–2022. NCHS Data Brief, no 457. Hyattsville, MD: National Center for Health Statistics. 2024. DOI: <https://dx.doi.org/10.15620/cdc.135849> [↑](#)
4. Indian Health Focus: Injuries 2017 Edition. U.S. Department of Health and Human Services, Indian Health Service. [↑](#)
5. Indian Health Focus: Injuries 2017 Edition. U.S. Department of Health and Human Services, Indian Health Service. [↑](#)
6. Violence Policy Center: American Indian/Alaska Native Victims of Lethal Firearm Violence in the United States. October 2024. [↑](#)