



NOV 6 2018

Dear Urban Indian Organization Leader:

I am writing to heighten awareness about the Indian Health Service (IHS) Urban Emergency Fund (UEF).

The UEF is a limited reserve allocation managed by the IHS Office of Urban Indian Health Programs (OUIHP) to address one-time, non-recurring emergencies and disaster relief efforts undertaken by an Urban Indian Organization (UIO), as defined by the Indian Health Care Improvement Act (IHCIA) at 25 U.S.C. § 1603(29). Each fiscal year, the OUIHP allocates up to \$200,000 to the UEF. Funding is not guaranteed and is subject to the availability of appropriations.

To be eligible for the UEF, a UIO must have a contract with the IHS pursuant to 25 U.S.C. § 1653. Former National Institute on Alcohol Abuse and Alcoholism programs that currently receive an award from the IHS and meet the IHCIA definition of a UIO are also eligible.

For purposes of accessing the UEF, the IHS defines an emergency as a sudden, urgent, usually unexpected occurrence or occasion requiring immediate action to avoid imminent or substantial endangerment to public health or safety. These funds are not intended for administration, maintenance, ongoing operations, or for any other purpose that is not related to emergencies or disaster relief efforts by the UIO.

To make a request for the UEF, a UIO must submit a written request to the applicable Area Director, with copies to the Area Chief Contracting Officer and the UIO's Contracting Officer Representative as soon as reasonably practicable after the emergency situation. The written request must include the following information:

- a. Describe the emergency situation.
- b. Provide a timeline.
- c. Identify the requested amount.
- d. Provide a budget and narrative.
- e. Explain the rationale for the amount and how funds will be used.
- f. Confirm that funds are not within the existing budget.
- g. State the impact of not receiving the funds.

If you have any questions, please contact Rose Weahkee, Ph.D., Acting Director, OUIHP, IHS, by telephone at (301) 480-3184 or by e-mail at [rose.weahkee@ihs.gov](mailto:rose.weahkee@ihs.gov).

Sincerely,

/Michael D. Weahkee/

RADM Michael D. Weahkee, MBA, MHSA  
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