

Capital Infrastructure Program – FY 2026

Request for Funding (RFF) Template

This template is provided to assist applicants in preparing a complete and consistent Request for Funding (RFF). The recommended length of the RFF is three to five pages, excluding attachments. Applicants are encouraged to review the How to Apply guidance and Applicant FAQ available on the program webpage before completing this template.

Title and Approval Page

Field	Response
Project Title	
Project Number (if applicable)	
IHS Area Office	
Facility Name(s)	
Building Identifier(s)	Installation Number – Building Number
Applicant Organization	Service Unit or Tribe
Total Funding Requested	\$

Area Office Approval

Name and Title: _____

Signature and Date: _____

Executive Summary

Provide a brief summary of the proposed project. Include the primary objective, key sustainability benefits, estimated cost, and anticipated schedule. This section should allow reviewers to quickly understand the purpose and value of the project.

Project Description and Scope

Describe the existing conditions and the proposed improvements. Clearly identify:

- The problem or deficiency being addressed
- The proposed solution
- The building systems or components included in the project
- Whether the project involves renovation, system replacement, or modernization

If the project includes multiple buildings or phases, describe each clearly.

Sustainability and Performance Benefits

Describe how the project will improve facility performance. As applicable, address:

- Reduction in energy use
- Reduction in water use
- Improvements to indoor environmental quality
- Compliance with applicable sustainability or efficiency requirements

Quantify anticipated benefits where possible and describe the basis for estimates. Strong proposals include documented assumptions and numeric projections.

Return on Investment

Provide a summary of the project's return on investment. Applicants may use simple payback calculations or other documented methods. Include:

- Estimated annual cost savings
 - Payback period or return on investment ratio
 - Key assumptions used in calculations
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Project Schedule

Provide an estimated project schedule, including:

- Anticipated project start date
- Major milestones

- Estimated completion date

Projects should be able to reasonably begin within 12 months of funding award.

Cost Estimate

Provide a detailed cost estimate for the proposed project. At a minimum, identify:

- Major cost components
- Total project cost
- Amount requested from the Capital Infrastructure Program

Indicate whether other funding sources are involved, if applicable.

Readiness and Risk

Describe the project's readiness for implementation and identify any known risks or constraints, such as permitting requirements, site conditions, or coordination requirements.

Supporting Documentation (Appendix)

Include supporting materials as appropriate, such as:

- Cost estimates or contractor quotes
- Energy or water use calculations
- Drawings, layouts, or plans
- Relevant assessments or studies

Appendices should be clearly labeled and referenced in the RFF narrative.

Applicant Certification

The undersigned certifies that the information provided in this Request for Funding is accurate to the best of their knowledge and that the project is consistent with applicable IHS and Area Office requirements.

Name and Title: _____

Signature and Date: _____

Submission of an RFF is a request for funding only and does not constitute approval to construct. Additional documentation or approvals may be required prior to project implementation.

Assistance and Questions

Applicants seeking assistance with project development should contact their respective IHS Area Office. A directory of IHS Area Offices is available at www.ihs.gov/locations.

For program-level questions, contact:

LCDR Fred Kelly Division of Facilities Planning and Construction (DFPC), IHS
Headquarters fred.kelly@ihs.gov

This template provides general guidance only and does not replace official program requirements or DFPC determinations.