

# TIPCAP NOFO - FAQs

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New questions marked with an \*asterisk

## **1. Population**

### Why is there an IHS user-population requirement?

There is an IHS user population requirement of 2,500 people for Part I. This allows the funding to reach a larger number of people with the funding received. Additionally, the population size must be large enough for the data collected through the program to be statistically significant. Statistical significance is important for any grant program to show if the activities are making a real difference and not just happening by chance.

### How do I know what my IHS user population is?

Please contact your local [IHS Injury Prevention Specialist](#) to find this information.

### What if an applicant is borderline on the IHS user-population?

Applicants should work with their IHS Areas and contacts to have current IHS user-population numbers. Applicants will either meet the 2500 minimum or will not.

### What if an applicant wants to apply for both Part I and Part II funding types?

Applicants can apply for both Part I and Part II funding, but will only be awarded one. This will be determined based on the best application received. If one application is not reviewed based on eligibility, the other could still be considered.

### Can 2 small tribes combine their programs to meet the IHS minimum user pop requirement for part 1s?

Yes, 2 sites can apply together as an organization. If more than 1 tribe is receiving services from the TIPCAP money, approval from each tribe or organization needs to be obtained and included in the application. Letters of support and/or tribal resolutions shall be submitted with the application from all tribes to be served.

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## 2. GrantSolutions

### How do I get a GrantSolutions Account?

Applicants must apply for a GrantSolutions account through the Division of Grants Management.

### Who needs a GrantSolutions Account?

The Authorizing Official needs an account to view the Notice of Award and other documents. The IHS Project Officer should also have an account. Other accounts can be determined on an individual or as-needed basis.

### Where can I go to get some training on how to use the GrantSolutions account?

Online training is available regularly through the Division of Grants Management. [Mr. Paul Gettys](#) hosts these trainings.

- 2nd Thursday each month - Grantee training (90 minutes)
- 3rd Thursday each month - Program Office training (90 minutes)

Training sessions start at 10 AM and 1 PM, Eastern Time.

[GrantSolutions Training](#)

## 3. Funding and Budget

### What is the maximum amount that can be budgeted for incentives?

\$1,000

### How much can be spent per incentive?

No more than \$30 per item.

### Can I pay the Police to help with their work associated with funding?

Yes. Police enforcement services related to the evidence-based strategies are allowable and should be part of the contractual line items in the budget.

### Will the same amount of money be available for all 5 years?

Yes, each site can potentially be funded for up to 5 years. Each year there is a continuation application that must be completed along with a Technical Review conducted by the Project Officers. It is not guaranteed and sites must comply with the reporting and various requirements of the cooperative agreement.

### Can the money be used for projects not specifically identified as evidence-based?

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Yes, the money can be used for projects with strategies that are not evidence-based. BUT there needs to be really convincing justification outlining what the project will look like and how it can work in Indian Country.

Can we ask for more than \$125,000?

No. Requests exceeding the highest amount will not be reviewed.

Can 2 tribes, applying together, split their FTE to 0.5 and 0.5 between the 2 communities?

No, they cannot split the FTE. The Part 1 programs require a full-time, 40hour/week Injury Prevention Coordinator.

Can the Part I funding be used for a full-time Injury Prevention Coordinator and support a portion of the supervisor's salary?

The Part 1 TIPCAP budget does not outline whether or not it can be used for an additional partial salary, such as a supervisors. The application should be completed with injury prevention as the main focus. The budgetary decisions are up to the applicant in this regard.

\*Do applications receive more points or higher scores for cost-sharing or matching?

No. There is no cost-sharing or matching funds for this opportunity.

\*How many years of the budget should be included in the budget narrative?

The budget narrative should describe the first year categorical budget and the justification. There should be a separate attachment with brief narratives for the additional funding years (not to exceed 1pg/year). This can be found under the Multi-year requirements section in the NOFO.

## 4. Eligibility

Are there any restrictions to qualifying if I was a Part 1 site before?

No. Previously funded Part I sites are eligible to apply for Part I funding.

Can a private, non-tribal entity apply and qualify for funding?

No. Applications will be accepted from Federally Recognized Tribes, Tribal Organizations, or Urban Programs.

Are tribal organizations who serve more than 1 tribe, such as TECs, consortiums, and health boards able to apply?

Yes, these organizations are eligible to apply for funding. Approval from all Tribes they represent will need to be included in the application. Tribal organizations should work closely with their member Tribes to ensure applications are not competing.

If I am currently funded and operating on the automatic 12-month no-cost extension, can I still apply?

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Yes, please consider applying. The previously funded sites receiving the 12-month no-cost extension will not be penalized.

## Can the 2015-2020 program and the 2020-2025 program overlap?

The 2015-2020 TIPCAP program must be closed out prior to the commencement of the 2020-2025 funding cycle. Please work with grants management to ensure the proper steps are taken and all reports are submitted.

## What if our Tribal Resolution isn't signed yet?

A draft Tribal Resolution may be included in the application package. The signed Tribal Resolution must be received by grants management when the funding decisions are made. This needs to be completed before issuance of the NOA.

## Could a larger consortia apply for funding on behalf of a smaller community?

Yes, but there is concern about competing applications. If more than 1 tribe is receiving services from the TIPCAP money, approval from each tribe or organization needs to be obtained and included in the application. Letters of support and/or tribal resolutions shall be submitted with the application from all tribes to be served.

## Is this a one-time funding opportunity? Can we apply next year? We are very busy with COVID-19 and with the modifications made to the operations and services of our Tribe, we may not have the capacity for injury prevention right now.

This is a one-time funding opportunity. Many communities are in similar positions and we understand it is a tough time to focus on operations that are not directly related to COVID. However, please consider applying. Injuries are still occurring and this opportunity could potentially provide funding for injury prevention through 2025.

## Do Tribal Organizations need a tribal resolution from each tribe served for a complete application?

No. Letters of support from each tribe to be served is sufficient. The application should not be directly competing with the Tribes, and the letters of support should outline how that will not be an issue.

## What should the formatting of the application program narrative look like?

The project narrative should not exceed 10 pages. Program information is 2 pages. Program planning and evaluation should not exceed 5 pages, and program reporting of prior IP projects should not exceed 3 pages. All pages should be numbered in black 12pt font, single-spaced, and fit to an 8.5 x11. This 10 pages limit does not include the work plan, logic model, evaluation plan, budget, budget justification, and appendix. Additional information related to these specifics can be found in the NOFO.

## Can Tribes submit a first draft of the application to be reviewed with feedback for improvement before final submission?

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No. Unfortunately, this is a competitive application and the Injury Prevention Program cannot review or critique the applications.

## \*Are sample logic models for various injury types available for use in the application?

Sample logic models are provided in the [IHS IPP Program Planning Document](#). Blank logic models may be available through your local IP Programs or from previous applications.

## \*What should be included in a letter of support from the Board of Directors?

Specific requirements for the letters of support are not provided, but should demonstrate the support it has for the proposed program. Letters of commitment, from partners with a substantial role in the program, should outline their role in achieving the goals of the program and their degree of commitment.

## \*Can CVs be used in place of biographical sketches for key personnel?

The NOFO states biographical sketches should be included for key personnel. The CVs for the key personnel should be modified to include necessary biographical information.

## \*How do I know if the Tribe/Tribal Organization was funded before?

There is historical funding information available. Please contact [Molly Madson](#) to know when/if a site was previously funded. Local finance offices and community health programs may also have more information about previously funded injury prevention programs.

## 5. Program Coordination

### Can we serve non-tribal family members?

IHS serves federally recognized tribes. The Tribe makes the decision on who they will serve with their funding dollars. IHS awards the funding to Tribes, but the population served is defined by the applicant.

### Who can I hire to be the IP Coordinator?

This decision is up to the Tribe or organization. Part I funded sites must hire a full time (no collateral duties) IP Coordinator. Part II sites must assign a coordinator for the IP duties and up to 20% of the annual funding amount may go to the salary of this person if needed.

### Where should the IP Coordinator be housed within the Tribal entity?

The position may be located within an Urban Indian health organization, Tribal health program, Tribal highway safety program, or a community-based Tribal program. This will vary based on the type of injury issue the applicant will be addressing.

Examples:

Motor vehicle injury prevention programs might have their injury prevention coordinator housed within the highway safety program. An elder falls prevention program might put their

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injury prevention coordinator in the clinic or the senior center. An intentional injury prevention program might consider putting their injury prevention coordinator within their behavioral health program.

Can we apply for more than 2 evidence-based strategies? There are many injury issues in the community and would like to do more.

No. Applications should be focused and should follow the guidance listed in the NOFO for the initial 2 years. To help ensure focused strategies keep in mind the following: There is no requirement to implement all interventions listed under the strategies. It is up to the applicant to decide what should be addressed in the community. The amount of funding should align with the amount of activities to be completed. This includes consistent reporting, data collection, and the other administrative duties. There can be opportunities to add strategies in the later years depending on performance and budget.

Can we use some of the funds for COVID-19 response?

No, this is an injury prevention funding opportunity. We understand the severity of COVID-19 in the tribal communities and acknowledge that the traditional injury prevention work may need to be adapted because of the pandemic.

What are the reporting requirements if funded?

Progress reports are required to be completed and uploaded into grantsolution.gov semi-annually (2x/year). The reports must be completed in the provided templates and include:

- Highlights from the previous period,
- A brief comparison of actual accomplishments to the goals established for the period,
- A summary of progress to date,
- Provide sound justification for the lack of progress, and
- Other pertinent information as required.

Federal Financial Reports (SF425) should also be submitted semi-annually with the progress reports. Data collection will also be required to be submitted semi-annually with the reports. All reports should be reviewed by the local IHS Project Officer prior to submission.

Do all of the selected strategies for the application have to be under the same injury prevention topic?

No. The strategies can come from any of the injury topic areas. The initial application for both Part Is and Part IIs can have one strategy from one injury topic. Part I applications could have two strategies from either 1 or 2 injury topic areas. In subsequent years, there is potential to add a second or third strategy from either another topic area or one of the existing topic areas. Or, all the strategies could be under one injury topic area.

## **Examples Pairings:**

Part I Initial Application (up to 2 strategies)

Injury Topic is MVC and the strategy is child passenger safety

OR

Injury Topic is MVC and the 2 strategies are child passenger safety and distracted driving

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OR

Injury Topic is MVC and strategy 1 is child passenger safety  
Injury Topic is fall prevention and strategy 2 is TBI prevention

Part II Initial Application (1 strategy)

Injury Topic is MVC and strategy 1 is child passenger safety

OR

Injury Topic is fall prevention and strategy 1 is TBI prevention

Does the application have to use the tai-chi instructors and training listed in your guide?

The tai chi or other exercise program chosen should be approved for elders and should be proven to reduce fall risk in elders. Programs do not have to use the options in the TIPCAP guide, but they are evidence-based programs.

What is the best way to get everyone trained in the community?

The training options and possibilities will be a programmatic decision based on what works best for each site at that time. In-person train-the-trainer programs have been successful previously. This year, in-person trainings may not be an option, so there may be virtual options offered as well. Sites should coordinate and contact the programs being considered to identify the best training options and budgeting needs.

Who would be allowed to serve as the Project Officer for Title 5 Tribes?

IHS will assign an IHS Injury Prevention Specialist (Area, District) or designee, often times an Environmental Health Specialist, to serve as the Project Officer (technical advisor/monitor) for the Tribal Injury Prevention Program awardee. The Project Officer must be an IHS Staff person for this cooperative agreement, even if the Tribe is Title 5. These services are separate and can be differentiated from those services that may no longer be offered by the EH or IP Programs.

## 6. Contact Information and Additional Resources

Where can I find out who my IHS Project Officer would be?

Please contact your Area IP Specialist and they will point you to the correct person in your region to serve as a PO.

[IHS Injury Prevention Contacts](#)

Where can I view the NOFO?

[Federal Register](#)

[Grants.gov](#)

Where can I listen to the TIPCAP NOFO Webinar?

[Webinar](#)

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Where can I find the TIPCAP Guidance documents and other useful information?

[Evidence-based Strategies](#)

[Injury Prevention Program Planning](#)

[IHS TIPCAP Website](#)

[IHS Grants Applications Tips](#)

Can I have a copy of the NOFO Webinar slides to review?

Yes. Please email [Molly Madson](#) and ask for a copy of the slides.