



JAN 15 2021

Dear Urban Indian Organization Leader:

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

The UEF is a limited, discretionary allocation managed by the IHS Office of Urban Indian Health Programs (OUIHP) to address some of the one-time, non-recurring emergencies and disaster relief efforts taken by Urban Indian Organizations (as defined by 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, an Urban Indian Organization (UIO) must have a contract with the IHS pursuant to 25 U.S.C. § 1653.

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

To make a request for the UEF, a UIO must submit a written request to the applicable IHS 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 correspondence must include the following information:

- A description of the emergency situation;
- A timeline of the emergency;
- The total amount of funds requested;
- A budget and budget narrative for the emergency funds;
- An explanation that provides a rationale for the requested amount and how the emergency funds will be used;
- A confirmation that the emergency funds are not within the UIO's existing budget and that the costs are not funded by another source; and
- A statement on the impact of not receiving the emergency funds.

If you have any questions, please contact Rose Weahkee, Ph.D., Director, OUIHP, IHS, by telephone at (301) 443-1555, or by e-mail at rose.weahkee@ihs.gov.

Sincerely,

/RADM Michael D. Weahkee, MBA, MHSA/
Assistant Surgeon General, U.S. Public Health Service
Director