IHS Produce Prescription Pilot Program (P4) FY24 Continuation Application Kickoff

January 26, 2024

IHS Division of Diabetes Treatment and Prevention (DDTP)
P4 Continuation Application Kickoff Webinar | January 26th, 2024

- This is a required webinar. All grantees should plan to attend the live webinar or watch the recording when it becomes available.

- Recorded webinar will be available on the P4 Grant Resources website in two weeks.
  - Will also be emailed within 24 hours

- If you are hearing an echo, try hanging up your phone or turning down your computer speakers.

- Feel free to place your questions in the chat, or ask at the end during the Q & A.

Note: This webinar is scheduled to start at 9 am MT/10 am CT/11am ET

IHS Produce Prescription Pilot Program

P4 – Commonly Used Abbreviations

- AI/AN = American Indian and Alaska Native
- DDTP = IHS Division of Diabetes Treatment and Prevention
- DGM = IHS Division of Grants Management
- GMS = Grants Management Specialist
- NoA = Notice of Award
- P4 = Produce Prescription Pilot Program
- IHS = Indian Health Service
- Indian Health Service, Tribal and Urban Indian Organizations (I/T/U)

What this webinar will cover

1. Updates and Reminders

2. FY24 Grant Continuation Application Materials

3. Due Date

4. Submitting the Grant Application

5. Screening and Review

6. Questions

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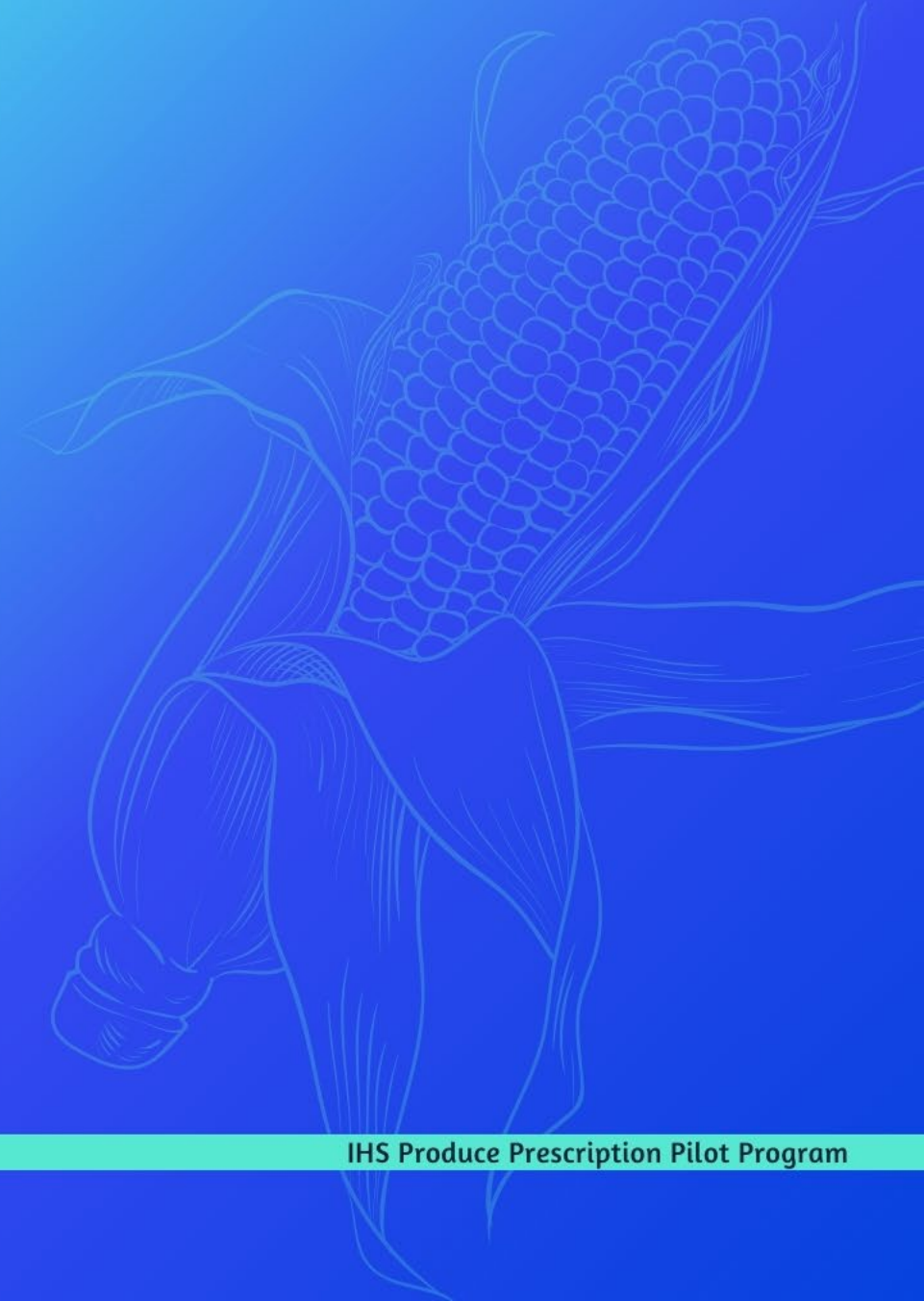
Preparing the Grant Application

Application Materials

- On the P4 Grant Resources website
  - Instructions for how to access P4 Application Kit
  - FY24 Continuation Application Kickoff Webinar Recording
- In GrantSolutions
  - Application Kit
    - SF-424 and 424A
    - Continuation Application Project Narrative
- Grantee Prepared/Acquired
  - Budget Narrative
  - Indirect Cost Rate Agreement (if applicable)
  - Resume for Key Personnel (optional – recipient would only need to send these if there are new personnel)
  - Key Contacts Form (optional – same situation as the Resumes)
  - Other (optional – in case the recipient has anything else they want considered)

Tips for Using the P4 Project Narrative

- Open "original version" link.
- Ensure the Project Narrative is in Word format (not PDF).
- Download (Save) a copy of the Project Narrative template to your computer.
- Save the completed document – do not print and/or scan.
- Proofread to ensure all fields are completed and to minimize grammatical/spelling errors.

The template is provided for submitting the required information and to prepare a successful (and complete) Project Narrative.
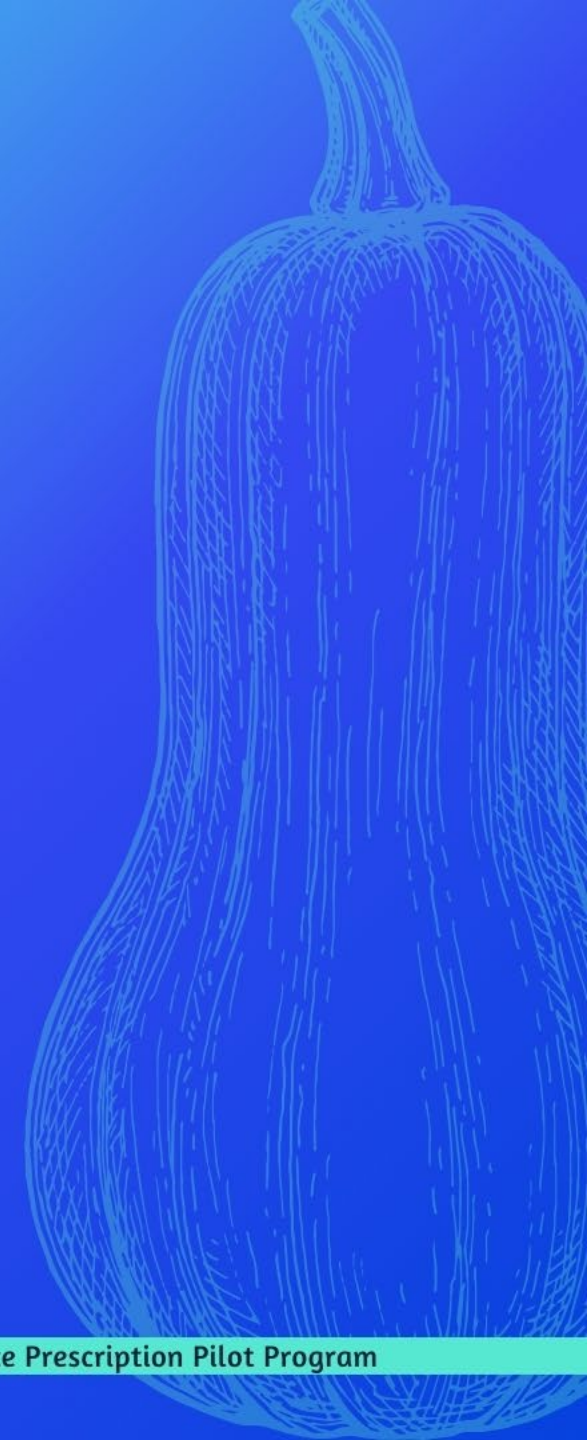
Review the Project Narrative

P4 FY24 Continuation Application
# Due Date: Monday, March 4, 2024

Submitting the Continuation Application

Submitting Your Application in GrantSolutions

1. Log into [GrantSolutions](#).

2. Click on "Apply for Non-Competing Award"; this link will be available under "My Grants List".

3. Complete online forms and upload file attachments for each enclosure in the application kit.

4. Once forms and uploads are complete, verify them and then submit the application using the buttons and prompts provided on the GrantSolutions screen.

See the GrantSolutions [Grantee Support and Reference](#) webpage for additional information about this process. Contact your Grants Management Specialist, Paula Acevedo, with any questions.

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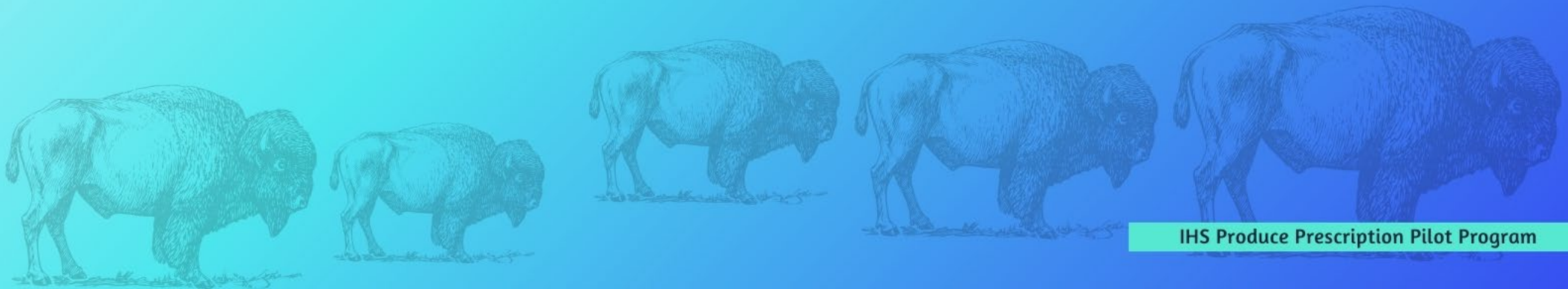
Review of Applications

Application Screening

- All applications will be screened for adherence to the instructions from the DGM and DDTP, including submission of all required documents.

- Applicants who do not submit all required documents in the correct format may be contacted to provide the proper documentation before their application can be reviewed.
    - This may result in a delayed NoA and/or Special Grant Conditions on their NoA issuing funds for 2024.

Application Review

Grant applications that pass screening will be reviewed by the Program Officer, or their designee, based on the following:

- Compliance with the Terms and Conditions outlined in the FY23 NoA

- Satisfactory business (fiscal) review of the FY24 application

- Satisfactory programmatic review of the FY24 application, including:
  - Completeness of information from the Project Narrative template
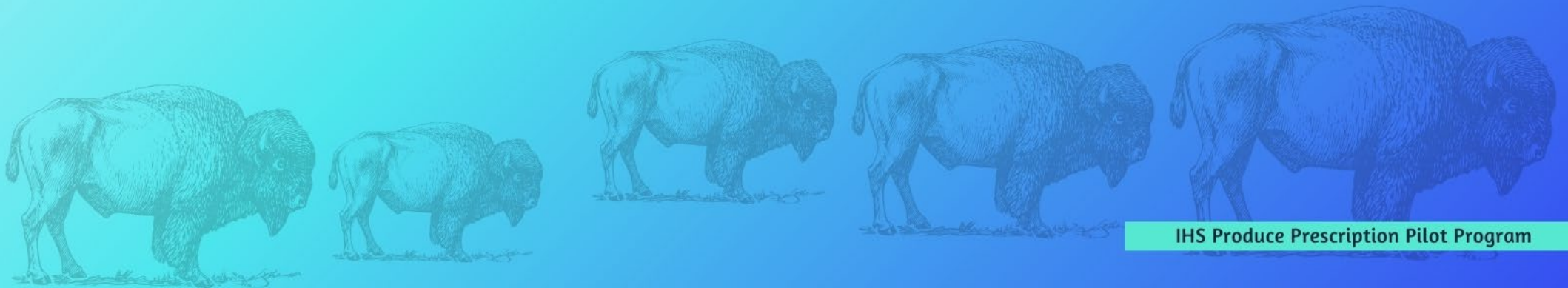 - Documented plan for continued work and evaluation in FY24

Application Review (cont'd)

- Grantees with applications that are approved with restrictions will have Special Grant Condition(s) placed on their FY24 Notice of Award.

- Special Grant Conditions are notes added onto the NoA that describe missing documentation or revisions needed.

- Some Special Grant Conditions may also place funding restrictions until specified documents or revisions are submitted and approved.

Recap: Application Resources

- P4 Grant Resources website: Due dates, Continuation Application webinar slides and recording

- GrantSolutions.gov: Web-based system where application will be submitted

- DGM website: Funding opportunities, policies, forms & resources.

- Connect with a human
  - ➢ DDTP – P4 Team ihsproduceprescriptionpilotprogram@ihs.gov
  - ➢ DGM – Grants Management Specialist Paula.Acevedo@ihs.gov (for budget narrative, forms, GrantSolutions)

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QUESTIONS