FY2016 SDPI Community-Directed Application Materials Webinar

Held August 7, 2015 at 3 EDT

Melanie Knight:

Great. Thank you, Kelli and welcome everyone. As Kelli said, my name is Melanie Knight. I have with me Kelli, I have some other hosts with me as well, Karen Sheff and Dr. Ann Bullock, who will be assisting me in answering questions and speaking up if I get lost on any of the items I'm going through today. But we have a lot to show you and so we're going to go ahead and get started.

I have a few slides to go over first before I go into a demonstration. The first of which is the FOA and Application Package, so we have lots of links that are going to be popping up here. I will be showing you how you can find these on the website as well.

The FOA is available. It's actually available in several different forms, but I'll be showing you the form that's available on our website. There is the Application Package which is now available. Actually, just recently became available this morning, so I know a lot of you may have been checking for that. It became available a few days after the FOA became available on the Federal Register. So it happens to be available as of early this morning, so you can download the Application Package now from grants.gov.

The Application Package is available. We have also made sure to make the Project Narrative template now available. I've reviewed it in our past session. Now, you can get your hands on it and download it, and print it, and check it out.

Then, we also have the full version of the Fiscal Year 2016 Application Competitive Checklist. We showed you an abbreviated version in the past or if any of you were on the past session, we now have the full version available that you can look at. Again, I will show you how you can access all of these documents from the webpages. Then, we have our link to our webpage at the very bottom.

In terms of some of the important dates, again, all these dates are available on the Funding Opportunity Announcement or FOA. The main date that we want to point out is the application deadline of October 7th, 2015. That is when your application needs to be submitted on grants.gov. This application deadline is applicable to all budget cycles. So whether you're Cycle 1 or Cycle 4, the application deadline date will be the same for you all.

We are moving towards one budget cycle for FY 2016. So that means that for everyone regardless of your budget cycle -- and I'm speaking here to current grantees -- your new budget period start date, if you're a successful applicant, will begin January 1st, 2016 and you'll have an end date of December 31st, 2016.

I also want to point out that for current grantees, Community-Directed grantees, you will be applying for the same amount that you received in your Community-Directed grant in FY 2015.

For new applicants, you will be applying for a base amount of $12,500, and if you have any questions that is laid out in the FOA, so that's available as well. I also want to point out that some of the links we pointed out are also available as important documents. If you're looking at your Adobe Connect Session to the left of the presentation, you could see a box that has some information on slides and the recording information. Then, right below that, is important documents. So you can click on any of those documents and download the file and view the documents from there as well. Then, I also have my colleague, Kelli, adding in links that will take you to each of the documents as needed.

All right! So with that, let's go ahead and go into a demonstration and show you how you can find all this great information on the World Wide Web. I'm going to go ahead and change the layout here a little bit. So those important documents went away for a bit. We'll get back to them momentarily.

Let me begin sharing my screen, and I'm going to start with the homepage here. So this is the Division of Diabetes Treatment and Prevention homepage. You can access this homepage, but if you're on the Indian Health Service website which is www.ihs.gov, look for the A-Z index. Click on D, look for our full title as you see here, Division of Diabetes Treatment and Prevention. Click on that and that will take you to our homepage. Or you can also type into your browser, www.diabetes.ihs.gov and that will take you to our homepage as well. Once you get there, I recommend you to bookmark or add this page as one of your favorites and check it often. We post updates as quickly as we can to this website.

The main way that we recommend for accessing information on FY 2016 is, if you scroll just a little bit down on the webpage, you could see three columns. The middle column is labeled SDPI Spotlight. Then, we have our turquoise logo or icon as we call it, that's available. You could click on that and that will take you straight to the application webpage.

I also wanted to point out that some of you may be exploring the Best Practices at this time and that's fine as well. You could see that there is an access point in the navigation bar, as we call it, this menu off to the side. If you click on that though, I just wanted to point out that this takes you to the 2011 Diabetes Best Practices, which we still want to make sure are available for Cycles 3 and 4 as you're closing out your fiscal year. Then, actually, we will probably need to keep it up a little bit longer for your annual progress reports for FY 2015.

However, if you look at this information box at the top, you could see that you can access the 2016 Application Best Practices from there as well. I'm going to go back to the homepage. I just wanted to point that out. Coming back to our logo, again, you can click here. We have a link right below that takes you directly to the Best Practices if that's where you want to go. We have a link right below that that takes you directly to the Application tab. Then, we have a link that takes you to recorded webinars.

I'm going to go ahead and just click into the icon here. So, for anyone who may have been wondering what I was talking about when I was referring to tabs, here are the tabs that you could see for the FY 2016 Application Materials and Resources. It looks like one webpage, but it actually consists of several webpages, all put together with these tabs. So we have an introduction section that kind of introduces you to pretty much everything that's available on this page, letting you know what you should get into first and foremost. If anyone has looked at this page recently, they may notice that today, we have pushed the FOA live. There's actually a link for it available here. You could see that application deadline date here.

Then, we have our kickoff call available here as well as some Tribal Leader Letters that provide a little bit more history on how FY 2016 was decided in terms of the funding distribution.

I'm not going to go into too much detail here. I'm going to kind of go right into the next one which is Application.

One thing we wanted to point too is hopefully, you have received two emails today. The first one was letting you know that the FOA has been made available as of earlier this week and then that the application -- more importantly, that the Application Package is accessible. So hopefully, everyone got that big email announcement. Then, we also sent a separate email as just kind of a daily reminder of the training that's happening right now.

If you haven't received those, let us know. We'll provide our group email into the chat and we'll point out where it's available on our website as well. I clicked in to the Application tab and you could see that there is now information here that used to be kind of just an info box saying it was coming soon. It is now available.

I'm going to go ahead and quickly go through some of these items. I'm just going to point out the FOA for now. I will click into it and show it to you. What I want to do though is I want to go into this "How to access and submit an Application Package." I really want to make sure that you guys can go into grants.gov and find this Application Package.

I'm going to start with step one which is click on grants.gov. Again, if you're following along with me and listening, just type into your browser www.grants.gov. Based on our instructions, what we do recommend is that you type in "special diabetes" into the search box on the upper right hand corner. I'm going to click the "Go", and you could see lots of options popped up. In my case, I see the first one though is the Special Diabetes Program for Indians Community-Directed Program. This is our Funding Opportunity Announcement, so I'm going to go ahead and click on that.

Then, what that provides us -- again, some more tabs, the synopsis details, version history, related documents. The main thing I'm going to focus on here is going into the Application Package.

We do have some information regarding Adobe Reader compatibility. This is something I've been bringing up to you all. It looks like I'm frozen, so I'm going to go ahead and reshare. Let me get back into the session here, so just bear with me. I'm going to get back into the session and reshare so you could all see what I was pointing out. Okay. So I just need to be moved up and then I can share again.

Okay. I'm going to go ahead and begin sharing my screen, and I'm going to go back just a little bit just because I didn't quite see where I left off. Again, I want to make sure that we all find this Application Package on grants.gov. So I'm going to go back to the application page. Step one, I'm going to click on grants.gov. Again, if you're just following along, let's say, if you're on your phone, you could type in to your browser, www.grants.gov. I'm going to type in to the search, "Grant opportunities", that's the default. I'm going to type in "special diabetes", and click the "Go" button. I'm going to unclick this feedback for now. I will provide the feedback later.

Again, here, you could see our Funding Opportunity Announcement Number and our Opportunity Title which is Special Diabetes Program for Indians Community-Directed Program. I'm going to go ahead and click on that Funding Opportunity Number and I pointed out some of these tabs. You're going to read through them at your own leisure. I'm going to go ahead and click on "Application Package." Then, we left off with me just mentioning that Adobe Reader compatibility.

Again, this is necessary for the whole application. It's necessary for you to successfully complete and save your Project Narrative, so make sure again that you have the latest version of Adobe Acrobat Reader. You have that installed and/or using that to complete this application.

We have the CFDA number. Again, our Funding Opportunity Number, the next item pretty much after you put on the Application Package tab is under "Actions" is to click the link that says, "Select Application Package to download." Before, you could either choose to enter in your email or not, I do recommend that you do especially if you want to receive any updates. So if there's any big substantial update to provide, they'll have your email for that, so I'm going to go ahead.

I've already done this in my part, so I'm not going to enter it here but I'm going to go ahead and click the "submit" button. Once you click on that, you could see that you can download the application instruction and download the package. I do have those available so that you can kind of see how they look.

I do want to point out that the instruction is different from the Funding Opportunity Announcement. I haven't had the chance to read through in much more detail, but based on my glance, it does look like it provides a little bit more information on making sure that you successfully complete and submit the Application Package on grants.gov.

Please, read through it. We'll do the same on our end as well. But that is available, so definitely look at it. I was able to save it on my computer, so I can read it offline.

Then, here is the grant Application Package. So for anyone that submitted any other grants recently, it's pretty much a similar setup. I have those forms and all of that that's necessary.

I'm going to go ahead and I'm going to come back to the Application tab back on the Division of Diabetes website, and I will go ahead and briefly point out that Funding Opportunity Announcement.

As I've mentioned earlier, the Funding Opportunity Announcement is available in several different forms. If you go to the Federal Register site, they have it available as a PDF there, but its three columns and maybe a little bit hard to read. The DGM website or the -- yeah, the website on the Division of Grants Management, they also have it available. It's pretty much very similar. All the content is the same in all of these. There are just some minor differences. One, a feature I've added, that's available on our version of the FOA, that's also available on DGM's as they do have bookmarks, or it has a few more bookmarks than theirs, so you can kind of jump around the FOA and find what you're looking for.

Another feature of our FOA -- let me see if I can find a good part that has it, so I'm just clicking here. If we reference any section in the FOA, so here's a good place, here under submission dates and times. You can click on the key dates and that will take you right back to that section that's talking about the key dates. So if you're like, "Whoa! What are they talking about?" You can click on the key dates, it will take you back. Then, you can use the bookmarks to come back to where you left off. So we have linked some of those sections, so it's a little bit easier to navigate and read through.

For those who weren't on our session on Monday, we did go over some key items of the FOA. So if you get a chance, watch that recording. That is available on our website. Because we just have so much to go over on the website, so I'm just kind of showing you that it's there and it's available on our website.

We also have some links taking you back to the grants.gov application so that if you have any questions, there is a section about details about the registration, so that's another thing we were talking to you all about. Make sure that you are registered. We reiterate it here as well. Again, it's very important that you confirm your program or organization is registered, because it can take up to three weeks to complete this process. So making sure that you have your D&B number, your SAM, all of that information is all set up so that you are eligible to submit the Application Package through grants.gov.

There's also a grants.gov "Applicant tools and tips" link, I'm not going to click on it now, but I just want to point out that there are some videos there. There's user guide that's available. There's even a video, I believe, that talks about the registering under SAM. So if you're new and you just really need to make sure you got all of that down, definitely, check that out.

I already went through the steps on accessing the package, so I'm going to move on. The next section is on required application template, the Project Narrative. Again, we have a link to that FOA. This is the same link that's provided above. Then, we also have a link to that Application Checklist.

I'm going to click into that briefly just to give you a brief overview of how it looks. This is to help you successfully complete and submit an application. So this is just for you to help you. It's not something that we're expecting you to submit with your application. So one thing we've made available in the past is -- again, it's a smaller version or abbreviated version as we called it of this checklist mainly about getting ready to apply and then those steps about registration. Again, if you haven't done so already, look at those steps.

Part B is on preparing your application. Pretty much at this point, now that it's available, you have the opportunity to download and read that Funding Opportunity Announcement. Downloading the package which I just showed to you and then reviewing all the resources on our webpage, which I'm giving you a preview of.

Then, step four is on preparing your application, the forms and the instructions. Pardon me. I'm going to scroll again. We begin with the checklist of all the forms that you'll see and need to fill out that's available in the package. I'm going to go ahead and kind of read though this part here too, because we don't want to confuse anyone but we wanted to make sure that copies of these forms are available. So although all the mandatory forms are available in the package, it is helpful to have a copy of some of these forms outside of the package. So you might need them for planning purposes or gathering information from others.

For those of you that propose sub-grantees, you may need copies of these forms outside of the Application Package. So this might be helpful for you for planning or for your sub-grantees. We also want to note that the forms below may not have instructions directly connected to them, so what we've done is provided a link that takes you to some instructions that are available for each of these forms as well.

When I did scroll through those additional instructions that come with the Application Package are also linked next to the Application Package, I did see that they provided some links to some forms as well.

One thing we did as we looked through these forms, we tried to provide you the latest forms possible and make sure that they were fillable forms so that you can fill them out and save them electronically. Some of the forms in the package or in the instructions may not be the same as ours, so I just wanted to point that out. Again, just like the FOA, the content should be the same.

On the next page, we have the additional document. So the package consists of forms that are already available in the package itself, in addition, you will need to submit some additional documents that you'll have to retrieve outside of the package. So some of the items we'll make available to you. One of course is the Project Narrative. We have a template that's available that you must complete and submit with your application. There are also documents that you prepare, so there is no template available necessarily, but it's something that you prepare on your own. So a good example of that is the budget. So that might be something that you create on your own starting with a Word or Excel, whatever works for your program or organization. So, that's what this part, step five, of the checklist covers are those additional documents that you either have to retrieve and complete or create for your own program or organization.

We have a listing of those documents, the resources and primary contacts. Then, we also have -- if you want to just check them off as we go through each item that has been completed. Then, the last few steps are on submitting and tracking your application.

Again, that's available now on our website. Then, we have that 2016 Competitive Application Project Narrative Template. Again, I'm going to just click into it and introduce it to you. We did provide an overview of this on an earlier session, so I encourage you to listen in on that session as a recording. We did go into this document into a lot more detail reading through the content. A few more features I want to point out to you though, now that you have it available to look at, with these PDF forms, you can tab through them. So I'm using my tab button my keyboard and I can tab through the links in each forms and it goes in a logical order.

For dropdown items, I can use my arrow buttons to select an option. And then, again, I also have those bookmarks available to use. You could jump around the template and kind of go into different sections without having to scroll. It is a little bit of a long document. It is 21 pages total, so those bookmarks hopefully will be helpful for you.

I'm going to go into the "additional information". Here is a great place where you might want to use that tab feature on your keyboard. I'm just trying my best to kind of give you some tips as you're filling out this form to make it a little bit easier, so let me go back into that.

Okay. Once you dropdown on the first one, you can use your tab button. There are a lot of questions here as you could see. I use the "Y" button to select yes, the "N" button to select no. Then, if I don't know this activity or service is provided, I use the "D".

Again, it will go through a little bit quicker if you complete these templates. A lot of the forms filled are set up in this fashion.

Again, though we do have a separate recording that goes over that. Then in additional resources we have available, a biographical sketch form. This is not necessarily required, but it's just available to you to use. So one thing that is required for this application are brief resumes or bio sketches of all key personnel in your program or organization, so you can use this biographical sketch form. It's only about four pages long and just gives a brief setup so that you can provide brief information about the person, experience, and educational background towards their position.

We also have, again, available that checklist that I just went through. Then, on our webpage as well we have links to those individual forms. Again, that wording just -- they're available for you. These are the latest ones we could find. Then, we have instructions for most of the forms available here as well.

Just for planning purposes for those who have subgrantees, that may be applying, that may be helpful for you. Again, we have that application deadline date which we can't specify enough. October 7th, you got to make sure that you're submitting even before that so that you can ensure that you are able to successfully submit your application electronically.

Then, we have pretty much a paragraph that reminds you that we have a training tab available. I will point that out. Then, the last thing we wanted to consider is once you submit your application, what comes next? So, again, reference your Funding Opportunity Announcement or FOA, there is a little bit of information here that goes into what happens after you submit your application. Look at those instructions that are provided with your Application Package as well, I'll bet there's a little bit more there as well to help you get an idea of this objective review process or competitive application process as we call it.

Then, we also have a link that takes you back to grants.gov as well that goes into what happens after you submit your application. For any questions, you can contact the Division of Diabetes. This takes you to a group email which is IHSDDTPSDPICommunity@ihs.gov. This is also the email we recommend that you use to contact us to make sure that you are on our email list.

As we've mentioned before though, if you attend our session and sign in with your email, we've already added you to the list. If you're a current grantee and you're already receiving emails from us regarding current grantee activities, you are on that list as well. But again, it never hurts to check with us. Shoot us a quick email. Let us know if you want us to make sure that you're on the list.

There are few occasions where sometimes your email is on our list, but the system we use didn't successfully send emails your way. So, sometimes if that's the case, then we can troubleshoot that.

So it always helps to just check with us especially if you don't feel like you're receiving updates from us.

As I mentioned today, we sent out two updates, so if you didn't get those, let us know or make sure you're signed in to today's session as well.

For any questions on grants.gov, you want to contact grants.gov customer support. This is a group email that goes to several folks. I do, however, recommend if you have specific questions that your Grants Management Specialist can answer, you go with your Grants Management Specialist and their contact information is provided in that Funding Opportunity Announcement.

Then, if you have any questions on -- I'm sorry. For grants.gov, this is a separate -- this is an email, a number. For the Grants Management in fiscal matters that's who I was talking about, you want to contact your Grants Management Specialist. But again, we have emails and numbers provided for all three.

I'm going to scroll back up to the top. Again, we have kind of our "What are you looking for?" These are quick links that will take you to that section of the webpage that you saw. As I was scrolling, it is quite a long webpage. There's a lot of information, so hopefully these little links will help take you to that specific part of the webpage that you might be looking for.

We already showed the Best Practices that are available. Again, read through those. We'll answer any questions on them today. But I just wanted to point out that that's been there and that's been available. Then, I also want to point that summary table and comparison table, that's also available.

Our planning implementation evaluation tool, we're still in the works. But in the meantime, please, again, come visit our training tab where we place recordings and upcoming training webinars on our website so you could see -- we've added quite a few trainings probably since the last you might have checked. But we've scheduled all the way through to the -- almost the very last date of when you'll be submitting your application, so you can see some of the topics we plan to cover, the times, the dates, and then even the link to join the sessions, and then in recorded trainings are topics, materials. So, all of these links here under the topics will take you to the recording. Then, we have the slides. And then if available, a transcript as well.

Hopefully, I didn't overwhelm. But I just wanted to introduce you to all that's available on our website. Again, the FOA was made available earlier but took a few days just to get that package complete and available and it is now available. Everything is now available to download and start looking at and start preparing your application.

I'm going to ask my colleagues if there's anything else you wanted me to point out or you wanted to point out on the website before we go into questions.

I think I have a few slides too I need to go through. Let me go ahead and go into our slides again. All right, so some key points. Again, as I mentioned, confirm your registration or make sure that your program or organization is registered. Explore the following websites -- Grants.gov, the Application Package is available there. Search for "special diabetes". Then, we have our website, www.diabetes.ihs.gov. That's where you can find all that information we reviewed as well as more importantly the Project Narrative.

Get acquainted with the following materials that are all now available, I'm so excited to say. The FOA, the Application Package, the Project Narrative template and the checklist, all of which these documents are available in that important document box that's now available. Again, they're available at the link that we can provide and they are available on the website.

In terms of resources for applicants, we just reviewed that Division of Diabetes website or Applications tab, the training. Again, here is the group email to ask questions or to make sure that you're on our email list. We have the grants.gov website. Again, that's where you download your Application Package. That's where you're going to make sure you're registered, and that's where you're going to submit and track your Application Package.

Then, we have the Division of Grants Management. Again, you want to use your Grants Management Specialist. Their contact info is in that Funding Opportunity Announcement, but we also have a number available so you can contact them as well. Then, we have our upcoming training, so I'm really glad that you are on our training today. Our next training will be on August 12th and it will be focused -- I'm sorry, it will be August 11th. It will be on Best Practices and Target Group. Then, we have a training on the 12th and the 14th as well and you can see the topics there.

All right! I think we're ready for questions. Ann, is there anything else you wanted me to cover or go over before we go into questions?

Dr. Ann Bullock:

Melanie, you did a great job. Thanks so much. If you go back to that last slide with the upcoming trainings, I just wanted to point out that the one, next Friday on the 14th that says, "New to SDPI." This is for everybody who -- either you're from a site that is not currently funded by SDPI and this is new to everybody at your site, or maybe you're at a site that's being doing this for a while but you're a new staff member and you have to be part of the application process and you're needing some help, a primer on how to -- what SDPI is about and how to do all of this.

Anyone and everyone is welcome to join us next Friday for that session, but we're targeting at least the presentation part of the session for people who are new to this process. So we know that some of you are old hands. Now, that everything is available, all you need to do is just get going and get it done.

But for many of you, this is an unfamiliar process and we want to make sure we're spending some extra time to answer some more basic questions.

Every single session as you've noticed so far has a Q&A to it. So even if you're okay with whatever the topic is we present on, if you have a question that needs to be answered, you're welcome to join the session and we'll do our best to get to all of the questions as you know.

These sessions for training are not required. That's a big underline not. And when Melanie showed you the lists on our website, you'll see there are many, many sessions in September as well because no individual technical assistance can be given to any grantee to help walk you through your application and work with you to make sure it's complete in how you fill things out. No one can do that for you, not us at DDTP, not DGM, not your Area Diabetes Consultant.

Rather than us trying to worry about everybody not having a chance to ask their questions, we have many, many sessions set up. If you care to join all of them, you're very welcome. If you kind of just pop in and out as your needs require and as the topics vary, please do that as well. So I just wanted to really emphasize that about the trainings.

We want to make sure everyone has the answers that they need. Then, this is a public forum where the information is available to all applicants. We can provide answers to questions in that way.

Thanks, Melanie. That was a great tour through everything, and we're starting to get lots of questions here. So whether your question relates to the topic that Melanie just went over or something else related to SDPI, the 2016 application, now is the time to throw that into the "Enter your questions here" box as many of you are doing. So great, thanks. With that, let's start with the questions.

Melanie Knight:

Great. Thank you. Okay. The first question is from Karen MacDougall. “The requirements for our 501(c)(3) certificate, we have letters from the IRS confirming nonprofit, tax exempt status. Will that suffice or is there a specific document we have to request from the IRS?” I’m not sure on that one. I would probably check with DGM. Ann, do you know for sure if that would be sufficient?

Ann Bullock:

We’re guessing that what you have probably is a 501(c)(3) certificate or the equivalent. If you have any uncertainty about that, as Melanie said, I would check with your Grants Management Specialist to be sure what you have will suffice, but if have already something from the federal government, from the IRS, saying, “Your organization is a nonprofit organization,” you probably have what you need. But if you’re not sure, check with Grants Management.

Melanie Knight:

Right. What we do too, is we try to follow up with some of these questions as well. So if you were not able to get any answer right away, well, we may have an answer for you by the upcoming session because we are trying to keep in contact with DGM constantly in asking questions that we’re overhearing on these sessions as well.

The next question is from Gloria Bellymule. “If we receive a fundable score, the two grants will overlap for a number of months. Will our activities during those months count towards one or both of the active grants?” Dr. Bullock, I think you’re better in answering this type of question than me, so if you don’t mind.

Ann Bullock:

No, no. That’s great. Thanks, Melanie. That’s the type of question we’ve answered a few times, but it is an awfully important one, so I expect it will come up in lots of different ways. We hope that all of you will turn in applications that are complete, on time, and of great quality so, you’ll have a fundable score and can be funded for 2016. Indeed, if you are a current Cycle 3 or Cycle 4 grantee, then you are quite right. There will be for Cycle 3 a three-month overlap between your 2015 activities and budget period and your 2016.

What you’ll need to do for those three months, and for Cycle 4 it’s six months, is simply account for how you’re going to work with that one-time overlap. This will not happen every year. The switching over to a single budget cycle and we all just have to get through this one year of kind of shifting things around to make it all work. So if you are a current Cycle 3 with your three months or a current Cycle 4 with your six months, you’ve already committed to 2015 work, so you need to continue that 2015 work that you committed to all the way through the end of your 2015 budget period.

As you write your 2016 application, please, just let us know how you intend to use your 2016 funds during the overlap period. If you intend to enhance those same activities, then perhaps, it will simply be -- we’re going to do a little bit more of the same thing.

For example if you're using your funds to pay for sending patients out for eye exams, for people who have diabetes, you may, during that time, have -- you’ll have more money and that you may wish to put toward that same activity, you can send more patients.

But if you are using your 2015 funds to provide a program which requires staff and all of the kinds things you can't easily augment for a three month or six month period, then what you’ll need to do is consider one-time allowable costs such as purchasing diabetes medications or diabetic shoes, orthotics, whatever that sort of thing, one-time costs, and just simply indicate that that’s what you’ll do with that overlap period.

It’s up to you. Just let us know how you intend to address the overlap if you’re a current Cycle 3 or a current Cycle 4. Cycles 1 and 2, this is will not be an issue.

Melanie Knight:

Thank you. I just wanted to add too, if you are looking at the Project Narrative, the best place to ask that type of information will be when you're discussing activities throughout the Project Narrative. So whether it’s your Best Practice activities or your other activities that may not be related to your selected Best Practice, that’s probably the best section to discuss the overlapping.

Okay. Next question from Sandy Schuyler, I hope I said your name right. From Oneida, “When will we get information as to how we fulfill the DPP grants or when we know if it is added on? We initially were informed that for some grantees, the DPP grant was going to be moved over combined with SDPI grants and therefore funding amounts may be changed. Dr. Bullock, I think you have a better response on this one.

Dr. Ann Bullock:

Yeah, no, no, absolutely, no, and thanks for the question. Another issue we’ve tried to make clear on our sessions because it’s an important point and one that’s easily confused. So FY 2016, the funds that have in the past, since 2004, have been assigned to the SDPI DP/HH or Diabetes Prevention/Healthy Heart Initiatives, well instead, be assigned to the Community-Directed. That’s at the national level. Once we all go through this application process, where everyone is applying for the same amount they got this current year, then once we know who the successful applicants are, who now will become grantees for 2016, once you all at your area level discuss the funding formula you’ll use for your area and the data that goes into that and whether you will set aside any funds for technical assistance to grantees, Tribes, this sort of area, once all of that is known, then we will know exactly what the grant amounts will be for each Community-Directed grantee for 2016.

So some of you will get your NOA with the larger amount in December and then in January, we’ll need some supplemental budget information and programmatic information should you be a grantee that will receive an increase over what you applied for. We can't guarantee that all grantees will receive an increase over what they're receiving now, but we do know that all Areas will receive an increase and so we will have many of you needing to get us supplemental information, but for the best of reasons because you're going to have a little bit more money than you were applying for.

So don’t worry about that now, be thinking how you might spend a little more money if you had it, but that’s not what you’ll be applying with. Apply for the same amount of Community-Directed dollars, don’t include any DP or HH funds that your site might have had, just only your current Community-Directed amount. Apply for that amount and then when the dust all settles and all of what we need to know will be known, then you’ll know whether or not you are going to receive an increase because of the combining of those dollars. I hope that answers your question. If not, please type in the chat if there were something else you were asking. Thanks!

Melanie Knight:

Okay, thank you. So I have a request or comment on the Annual Progress Report. I remember mentioning that when I was going over, just showing that the 2011 Best Practices were still available, keeping in mind that there are currently four different budget cycles. So right now Cycle 4 grantees will be needing to complete and submit their FY 2014 Annual Progress Report, and so the FY 2014 budget period involves the measuring and recommendations of the 2011 Best Practices. So that’s why they’re still available.

In addition, all current grantees will still need to submit their FY 2015 Annual Progress Report which is not yet available and again those -- that report will be going over the 2011 Best Practices as well.

So that's just something to keep in mind and that's why I just wanted to point out because it can be confusing that there are two sets of Best Practices available.

By keeping in mind that for the current grantees and that Dr. Bullock mentioned, you will still need to honor what's necessary, what's required for that grant year and that includes that Annual Progress Report. So I hope that helps clarify that.

I do see another question from Dan Decker, the Federal Audit Clearinghouse was hacked earlier this week and we are unable to access it to get the FAC documents. This is due to their internal investigations. Dan, I hear you. I have been checking that webpage as well. You know, we'll check up with folks around and see if we can get an idea of when that webpage will be available. But yeah, we are aware of that as well. So we'll check into that more and see if we can get an idea of when the FAC webpage will become available again. But yes, thanks for bringing that up.

I see three related questions. First one is from Gloria Bellymule, "Can resumes be sent instead of bio sketch form." Another one from Eileen Miller, "Do all key contacts need a bio sketch Tribal Health director who signs?" From Elena Cox, "Rather than a biographical sketch for key personnel, is it okay to submit a resume or a curriculum vitae?"

Okay, so the first part I'm seeing is, does it have to be a bio sketch form? And no, it doesn't. The bio sketch is just there for -- as available to you. You can submit instead, opt to submit a resume. You can opt to submit a CV. Some people in the past have also submitted just a Word document with a paragraph for each person, just going over again the experience, their educational background towards their role for the SDPI program.

So it doesn't matter. The main thing that we're trying to encourage though is that we don't want really long documents submitted. In the past for a competitive process, we have received upwards to like 26-page curriculum vitae, which is pretty overwhelming for the reviewer. So that's the main goal is that we're aiming for something that's clear and concise and just provides that information that we're asking for in the bio sketch. Again, we're looking at experience and education towards their role for your program or organization.

I think I see another question in here too. Do all key contacts need a bio sketch? The main thing we need a key contact for is the Program Coordinator. So I believe in the FOA that that's all we're looking for a -- sorry, a key contact form. Now for the bio sketches, yes, we are looking for all key personnel. In terms of key personnel, we leave that up to the program to define who is their key personnel, so your program may involve multiple, multiple people, but we're going to leave it up to you to define who your key personnel is, who is most involved with your grants and I guess who provides the most input towards your program or organization towards SDPI.

Dr. Bullock, let me know if I missed any of the questions that were added in there.

Dr. Ann Bullock:

Right, I think Karen just added another one on clarification on the key contacts, and I think you just answered it though.

Melanie Knight:

Yeah. So again, we're just mainly looking for -- the key contacts form is pretty much kind of like a one-page form that just provides contact information. We're mainly looking for the Program Coordinator's information. So if only one key contact form is submitted, that's great. We're mainly just looking for that key contact for the Program Coordinator.

Dr. Ann Bullock:

Melanie, I know the answer to the next question. So let me take that. The question is, "Will there be a Q&A at the Minnesota meeting in September?" Actually I've been invited to give a talk at that meeting and so I'd be happy to answer any questions. I think I'm scheduled to be there at the meeting site, it's just outside Minneapolis on September 2nd. So I'm happy to answer as many questions as I can about the overall program at that time. So I look forward to seeing the Bemidji Area folks there in early September.

Melanie Knight:

All right, next question is from Colleen Cawston, "for clarification for a federally operated location, if the Tribe they serve and that Tribe is applying, then the federal site cannot apply?"

Dr. Bullock, do you want to cover that or do you want me to go over that?

Dr. Ann Bullock:

No, I'm happy to, again another really critical point. SDPI, its purpose is to provide funds primarily to Tribes, Urbans have their own dollars. So I won't go into Urbans. Urbans have their own definition of who can apply and all that. So speaking about the main pool of money for a Tribal and IHS sites, Tribes are the ones who have the right to apply for SDPI Community-Directed or if they elect to not apply on their own, they may allow their federal counterpart to apply instead, but it is theTribe's choice. If the Tribe applies for the dollars that are allocated to that Tribe, then the federal site cannot apply for those dollars. If the federal site serves more than one Tribe, and only some of those Tribes wish to apply for SDPI dollars, then the federal site can check with the other Tribes they serve and confirm that they are not applying and ask them if it's okay for the federal site to apply for those dollars for any Tribe or Tribes that are not electing to.

But if you serve one Tribe and that Tribe is going to be applying, then that IHS site may not apply.

Melanie Knight:

Great, thank you. Next question is from Russ Price, "What is the registration page on grants.gov to begin or confirm registration for our organization? If you already have access, do you need to re-register?" So I know it provides several links that take you to the grants.gov registration page so that you could see whatever is necessary to register your organization. Your second part of the question is, you know, if you already have access, do you need to re-register? So if you already have access to grants.gov, I imagine you don't. Again though, if you have any questions, we do provide that email to grants.gov support, which is basically support at grants.gov.

So I don't want to lead you on the wrong path. Always check with them to make sure that you are registered so that you can successfully submit your application. That's my recommendation. Check with them to make sure that your program or organization has everything necessary to be able to submit your application through grants.gov.

All right, I have two similar questions. First one is from Teresa Besler, "for Cycles 3 and 4, funding which overlapped with 2016, where do we address the work plans for using these funds in the project narrative?" And then I have another one from Tina Aguilar, "Tagging along with Teresa Besler's, where do we address the work plan activities completed? Are the templates available to enter the status or completion since Cycle 1 has to complete and report in 2015?"

All right, so okay. Let's start with the Cycles 3 and 4. As I mentioned earlier, you'll want to report on the overlap in the activities, in the activity sections or questions in the template. I kind of want to re-read the second one because I want to almost say it looks like a slightly different question because you're Cycle 1. "Where do we address the work plan, activities completed? Are there templates available to enter status or completions of Cycle 1 have to complete in report in 2015?" I'm a little lost on the second question.

Dr. Ann Bullock:

Yeah, I agree. Ms. Aguilar, if you could put in the question section and clarify what you're asking, we'd be glad to pick that question up. But right, as Melanie said for Cycles 3 and 4, just address in the work plan, in the project narrative, it doesn't have to be long. You don't have to go into great detail but if you're a current Cycle 3 or 4 and have a few months of overlap, please just let us know how you intend to address that overlap, and you can put it into whichever part that makes more sense either into the Best Practice part if that's the section that you will be doing those activities or into one of the other activities that you'll be describing to us in the Project Narrative, it's up to you.

Melanie Knight:

Okay. And I see Tina will email me her question. One thought that came up is that your question might be relating to the FY 2015 Annual Progress Report and you know that's something that haven't crossed my mind until just now, it's how to address Cycle 1 in your progress report. There may be a chance that your report might be due later considering that all of you that are Cycle 1 if not already -- should be receiving a no cost extension and in a sense your budget period has been elongated a bit. So let me discuss internally, but please Tina, go ahead and resend me that email. Email me that question so it doesn't fall off my radar, but I think that might be something we'll need to consider is how to address, how Cycle 1 will report on their FY 2015 Annual Progress Report.

So thank you. That was a great question if that's what you're getting at.

All right, next question, Juli Kelly, "regarding overlap of FY 2016 and 15, is it only five months for Cycle 4?" I think it's six months, but yeah, that's the overlap. So I don't know if you have any further questions on that, but that's pretty much what we're discussing, but again you're just going to discuss that overlap in that Project Narrative and how you'll address that.

Okay, two related questions. Darlene Willis, "If we already have a resolution for a community-based grant, do we need a new one?" And then "Is the Tribal resolution a new requirement?" I can answer at least the second one and get started on the first, but the Tribal resolution is not necessarily a new requirement. It's asked on every competitive application process. So considering that our last competitive application process was an FY 2010, that was the last time it was required. So, for a lot of you, yes it probably feels like a new requirement. It's something though that is asked on every competitive application.

So going into the next one, if we already have a resolution for a community-based grant, do we need a new one? It depends on what your resolution says and I know Dr. Bullock can go into a little bit more detail on that, but that's what I remember so far from your answers.

Dr. Ann Bullock:

That's right, Melanie. You're exactly right. It depends on what your current resolution says. If your current resolution covers this timeframe and clearly says that it's fine, the Tribe supports the application for FY 2016 funding or is in other ways somehow open ended enough to include it, then you may already have what you need, but please look at it carefully to make sure that it's clear, that the Tribe is giving its permission and support for an SDPI application. As Melanie said, it is not a new requirement. It does go back to 2010 and way previous to that. Old timers know that, as Melanie said, every competitive application, going back as far as we can remember, requires that the Tribe give its permission in the form of a Tribal resolution whenever possible.

The next question is from Mitch about choosing the maximum one Best Practice, and I will encourage you Mitch if you were not on the Best Practice discussion that we had a couple of weeks ago, I'll encourage you to check on that because we answered lots of questions on the Best Practices. The bottom line is we will only be able to do, because of our data system, only be able to accept one Best

Practice because we'll be tracking data on that and we'll be telling you more about that in the coming months. But that does not mean you cannot work on more than one area for diabetes. If you pick a Best Practice on eye care and you provide maybe teleophthalmology services, through JVN or whatever, with your Best Practice and you select an eye care Best Practice, but then you also want to provide diabetes education in the community, you can tell us about that in your other activities section.

So only be able to take one Best Practice, in no way limits the number of activities that you can use as SDPI dollars for. Simply it's a matter of limitations of the data system we're going to use as we collect better data on the Best Practice activities that each of you will do. So don't worry about only being able to pick one, it has nothing to do with the number of activities and focuses that you can have with diabetes treatment and prevention.

Melanie Knight:

Okay, great, thank you. Next question is from Teresa Besler, "If our program coordinator position is vacant, who do we list for our key contact?" In a lot of cases, I'll see somebody who's maybe like a higher up or usually somebody who's like in charge of that health division or department. Whoever you list as that contact, you want to make sure that they can kind of at least stand in that role until somebody is hired as a coordinator. So whoever can at least keep up with the -- like with the communications with us and make sure to get that person who will be hired as your coordinator in place. That's the main thing so please list somebody as a contact. So we have somebody to follow up with.

So I see there are two minutes and about five questions left. Dr. Bullock, are we good to continue on or did we want to mention anything before those who may have to leave?

Dr. Ann Bullock:

Right, Melanie, and first of all, I want to thank everyone for being with us today and if you have further questions, we'll cover as many questions as we can. We'll stay on a little bit longer here so you're welcome to stay on with us. If you can't stay with us or when you do have to sign off, please do as much as you wish. Please avail yourself of the other training opportunities that we'll have.

Again, we'll have a focus area for each of the ones you're seeing up there but also Q&A times so you can ask questions on any topic whether it's the one we're talking about in the focus area or not on that session. So please join us as often as you care to and check back often for updates for sure, but we'll keep going for a little bit longer and to catch a few more of the questions that have come in today. But thanks to everyone who asked to drop off before we stop talking here.

Melanie Knight:

Great. Thank you. Next one is from E.F. Darwin, "Where can I locate the written guidance regarding SDPI funds for Tribes only -- if the Tribe has not applied, then the IHS hospital can ask the Tribe if they could apply for SDPI funds?" I'm a little bit lost on this one.

Dr. Ann Bullock:

Well, actually Melanie, they're asking where that is indicated and it's in the Funding Opportunity Announcement that says that Tribes can apply and if they do not, then the IHS facility associated with the Tribe may apply. So actually the language is in the FOA and you can check on that there. But indeed, if you are part of an IHS facility and especially if you have been doing SDPI yourself, it would be good for you to check with the Tribe or Tribes that you serve to find out what their intentions are regarding whether the Tribe or Tribes will be submitting applications or whether you can ask permission to apply for those funds that would have otherwise gone to those Tribes. But the language is in the FOA and it's definitely -- if you haven't already, it's time to be talking to each other to find out what the plans will be for who will be applying.

Melanie Knight:

All right. I think there's a related question to that from Amy Reindl, "Is there a way to see if your local Tribe is able to apply for the grant -- past funding was taken away due to management of funds?"

Dr. Ann Bullock:

In rare cases, those sorts of things do happen from time to time. I would start by talking with your Tribe to find out what the status is. Sometimes Tribes have corrected whatever deficiency led to whatever problem they may have had in the past. So it's worth checking on that because the Tribe may have corrected that deficiency and is again eligible to apply for funding. So I would start by checking with your Tribe to see what the status of their ability is and the interest of course also, but their ability to apply for federal grant funds is.

It's a rare occurrence, thank goodness, but it does happen from time to time and that will be a good place to start. If you're not able to connect with someone at your Tribe, for whatever reason, you might check with your Area Diabetes Consultant, but I would definitely start with the Tribe and find out what their status is.

The next question is related to that overlap with 2016 funding again. So current Cycle 3 and Cycle 4, just tell us how you're going to address that overlap, the three or so months for Cycle 3 and roughly six months for Cycle 4, just tell us how you'll do that. We've addressed that question a few times so we won't go into that.

Melanie Knight:

Right. And I think the next question is pretty much the same about the overlap.

Dr. Ann Bullock:

Right. Yeah, don't get too worried about the exact dates, just account for the dates that you're going to have an overlap in funds.

Melanie Knight:

All right, next question, "Should Tribal resolutions cover a five-year period or just FY 2015?" This is from Ruth Dudley.

Dr. Ann Bullock:

What they need to cover is that the Tribe clearly is giving permission for this new competitive application to go out. This is a five-year Funding Opportunity Announcement. As you all know, we have two years of funding guaranteed by Congress. We hope that there will be three years beyond that and many more hopefully after that. But it's a five-year FOA. So the Tribal resolution needs to give permission for the Tribe, for the program to apply for that five-year FOA. So as long as it's indicating that it supports the submission of an application for 2016, if it does not specifically say, something about five years, don't worry about it. If the question is, do they give their permission for an application to go in on their behalf for this new FOA.

Melanie Knight:

Next question is more specific to the budget on how that affects the overlap and this is from Patricia Cue. The question is, "Shall we include how the remainder of the funds will be spent over the six-month overlap? Is that included in the budget narrative or in another form?"

I mean this probably should be covered in the budget narrative as well. I know Dr. Bullock was mentioning that with the overlap as a good time to look at any one-time purchases that would be helpful for your program. So if it's more medical supplies, something big that you can buy to kind of cover that overlap. I don't know if you wanted to add more on that Dr. Bullock, but I imagine it would be the 2016 budget to cover that because the 2015 has already been finalized and approved in your FY 2015 application.

Dr. Ann Bullock:

Right, it would be talking about the 2016 funds. 2015 funds, you've already written about what you are going to do with them. You've already committed to doing certain activities with them. So as you're looking at, because you couldn't guess, none of us could have guessed back when you wrote your 2015 applications that there would be an overlap period. So of course, you couldn't address in your 2015 application.

So for 2016, tell us a little bit about what you're going to do with those overlap funds if you're a current Cycle 3 or 4. Cycles 1 and 2 don't have this issue. Just tell us a little bit about it in your project narrative and also in the budget narrative. It does not have to be long and detailed. Just tell us how you intend to make sure those funds are spent in a good and in an allowable way.

Melanie Knight:

Next question is from Shanna Tautolo. "Where can I locate the FAQ?" The FAQ are not available yet. They will be. We're working on them pretty much as we speak. We're collecting questions from these webinars and putting together an FAQ and our goal is try to have that available to present by our August 31st session that you could see here in our upcoming webinars. So stay tuned at this point. We're still kind of collecting and then just doing our best to answer what we can on these webinars. But we do want to have a written form available for you all by the end of this month.

Next question is from Juli Kelly. "Thank you both for the Q&A, just to clarify. I understood that we're going to be limited to five other activities that we could list in the Project Narrative. Are you indicating that we can identify more activities than that in other activity section?" We do ask that for the other activities that you focus on activities that utilize the most of the grant funds and staff time and there's an additional item there as well. Let me see if I can pull that up, so you want to keep in mind that the specifications we give in the other activities. So at this point, you are limited to -- so five other activities -- but for your Best Practice, we do want you want to indicate all the activities and services you plan to provide for your selected Best Practice.

So it's a little confusing but for the Best Practice section, you can provide -- we want to hear about all the activities that tie to the Best Practice and how it will improve, make an improvement in the required key measure, and then from any other activities that are not your selected Best Practice, you are limited to telling us about five.

Dr. Ann Bullock:

And the word activities is a confusing one, Melanie. I think you're trying to get at there. So for Best Practice, we want to hear about, as Mel just said, everything that is related to the Best Practice, but for the other activities, you can group them. If you're going to have several community events, then you might list it under a title for that as community education and then tell us about the several sessions you might have or you can group them together to where they make sense in terms of topic, sort of like the Best Practice is its own topic. You can do that.

So again, we're not trying to limit you. So do tell us about other areas of focus for your grant and the activities that will be under those areas of focus so you can group them together. It's not too many of you I suspect will have more than a Best Practice focus and then more than five other areas of focus. So group them together and tell us about that. If you have activities that are not groupable and that's beyond that, as Melanie said, just make sure the ones that are in your application are the ones that you're planning to spend the most grant dollars on and staff time on.

Melanie Knight:

Thank you. Next question, "In the diabetes needs assessment section of the project narrative, should we be referencing the IHS web audit data in that?" Hopefully, you are looking at that project narrative. You could see in the needs assessment section, there is a whole sub section if you will that is specifically focused on the WebAudit. I don't know if you're referring to the first question in that needs assessment though about the diabetes health needs. I don't see any harm in mentioning that there as well as you described your diabetes related health issues in that first question in the assessment.

Next question is from Heather Garrow. "Is it possible to hold the assessing needs and resources for Best Practice selection webinars sooner? Maybe switch it with grants.gov and objective review. Technically, we'll be working on the needs assessment and Best Practice sections and the project narrative now and not utilizing the grants.gov until October."

I know right now we kind of already started planning our next session. So unfortunately with the grants.gov and objective review, we're working with other folks and other departments on that. So I know we can't change that. I don't know if it's a possibility to switch it for our upcoming session. I know we've already gotten started on organizing that, any thoughts from my colleagues?

Dr. Ann Bullock:

Right, we can address some of that in a couple of the other sessions that are coming up, but we are working around some very tight schedules with our colleagues at Division of Grants Management. So we're going to have better access to their time where we have them scheduled. So we're trying to do our best to arrange these sessions so that they have some logical sense to things that you all are encountering as these things are rolling out and as you start working on them. So thanks for that feedback and we'll do our best to make sure that when you get to those kinds of issues in some sooner sessions.

Melanie Knight:

Thank you. Next question is from Mona Patterson, "For other activities, is it a good idea if the activity is applicable to a Best Practice, to use the Best Practice for guidance and to collect data using the evaluation tool?" I'm hoping I'm reading this correctly. If you want to use like so say for another activity, you already collected your Best Practice and for an other activity, you want to do something that's similar to another Best Practice, my understanding is that would be fine. I know though for the SOS, there may be some implementations. You could still use the Audit of course. Karen, I don't know if you have anything further to add on that or if I'm reading this incorrectly.

Karen Sheff:

So for other activities, these are things that are not related to your selected Best Practice, "Is it a good idea if it's applicable to a Best Practice to use the Best Practice for guidance?" And I think that's probably specific to your programming and obviously we hope that the Best Practices are broad and applicable to a lot of different areas. So if you find that one of those is something else you want to focus on in addition your already selected Best Practice, of course you can do that. As to whether it's a good idea if they should, -- because I'm not really sure I know the answer to that. Dr. Bullock, do you have anything to add?

Dr. Ann Bullock:

Well the Best Practice, as you said Karen, are indeed areas of focus that we know from lots of evidence are important for diabetes care or prevention of diabetes. So using that, as the Best Practices as guidance for those other activities is certainly fine if you wish to. In terms of the data collection, we won't have the capacity to allow you to enter data into our system. Again, the system, you keep hearing us referring to and we haven't talked with you about because you don't need to know about all that yet for the application, but we won't be able to collect data in that same fashion on more than one Best Practice for each grantee. But you are welcome to use the format of those types of data collection that you collect yourself on your own target group. We encourage that in fact and for those other activities, there's a section question for each of them that says, "How do you plan to evaluate whether that you did made a difference?" And if you wish to base the answer to that on what would have been, had that been the Best Practice, you're certainly welcome to do so.

We just won't have the capacity within our data collection system to collect data on more than one Best Practice. I think that's actually the last question that we've received. A couple of folks are typing right now and if we catch a couple of more here in the next few minutes, we'll do those. But again for those who are hopping off, please take a look at the schedule and join us as often as you would like to. We absolutely want to make sure that we are answering questions as you go through this process. We know there are a lot of forms to fill out. This is not an easy application process. We really strongly encourage you to get as much of this done early as possible. There will not be extensions granted for pretty much any reason you can think of and so it is essential.

So if heaven forbid, something happens and your key person can't be there at the time the application must be submitted, that's a good reason why you need to have all of these done early, get it submitted as early as you can. You can make changes later. As you know up until the application deadline date has come, but it's important to get it done early. So please anything we can do to help with all these questions, with this complicated process, we absolutely want to do, hence all the sessions.

So I don't see any other questions that have come into the chat. Thank you for the kind comments and the thanks on the sessions and for the suggestions. We want these to be as useful as possible.

Melanie, thank you so much for all you did. It was a great tour through all these resources and requirements today. We wish everyone well as they now start the process for completing their applications. I also want to thank all of our DDTP staff, in addition to Melanie, for all the support and help that's making all of this possible. So we'll talk to you guys again next week on August 11 and wish you all a great weekend.