

Appendix 2: FY 2015 SDPI Community-Directed Application Checklist

Part A: Get Ready to Apply

| Step | 1.0 Getting Ready to Apply – Important Documents | Resources and Primary Requestor | Completed? |
|------|---|--|------------|
| | Work with your SDPI Team to do the following activities. | | |
| 1.1 | Make sure that you or someone in your program has access to GrantSolutions.gov. | GrantSolutions ¹ Requested by DGM | |
| 1.2 | Carefully read all application instructions from the Division of Diabetes Treatment and Prevention (DDTP). | Instructions, DDTP webpage ² Requested by DDTP/DGM | |
| 1.3 | Review your FY 2014 SDPI Funding Application, with particular attention to the Project Narrative. | Your program files Requested by DDTP | |
| 1.4 | Review your FY 2014 Annual Progress Report. | Your program files Requested by DDTP | |
| 1.5 | Obtain a copy of the 2012, 2013, and 2014 Diabetes Audit Reports for your facility or community (2014 draft is okay). | DDTP Webpage ³ Requested by DDTP | |
| 1.6 | Confirm commitment from your organization leader for continued involvement in SDPI work. | Project Narrative, Section 5 Requested by DDTP | |
| 1.7 | Make sure your organization is current with OMB A-133 required Financial Audit Reports. | Instruction documents, local fiscal office FAC Webpage ⁴ Requested by DGM | |

| Step | 2.0 Getting Ready to Apply – Gather and Confirm Registration Information | Resources and Primary Requestor | Completed? |
|------|---|--|------------|
| | Gather and confirmation the necessary registration information. | | |
| 2.1 | Either confirm or obtain a DUNS number for your organization. | D&B Webpage ⁵ Requested by OMB/DGM | |
| 2.2 | Either confirm or renew registration on the System for Award Management (SAM)/Central Contractor Registry (CCR). | SAM/CCR Information ⁶ Requested by DGM | |
| 2.3 | Make sure that your Authorized Organization Representative (AOR) for your organization has access to GrantSolutions.gov | GrantSolutions ⁷ Requested by DDTP/DGM | |

¹ GrantSolutions getting started URL: <https://home.grantsolutions.gov/home/home/customer-support/getting-started/>

² SDPI Application URL:

<http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=programsSDPIcommunityDirectedApp>

³ Audit URL: <http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=resourcesAudit>

⁴ FAC URL: <http://harvester.census.gov/fac/>

⁵ D&B URL: <http://fedgov.dnb.com/webform>

⁶ SAM/CCR URL: <http://www.ihs.gov/dgm/documents/AwardTermsReDUNSandSAM.pdf>

⁷ GrantSolutions getting started URL: <https://home.grantsolutions.gov/home/home/customer-support/getting-started/>

Part B: Prepare Your Application

| Step | 3.0 Preparing Your Application – Forms and Documents Complete all forms and/or prepare required documents. Submit or attach forms or documents to your GrantSolutions application kit. | Resources and Primary Requestor | Completed? |
|------|--|--|-------------------|
| 3.1 | SF-424: Complete form in GrantSolutions.gov. | SF-424 and instructions ⁸ Requested by DGM | |
| 3.2 | SF-424A: Complete form in GrantSolutions.gov. | SF-424A and instructions ⁹ Requested by DGM | |
| 3.3 | SF-424B: Complete form in GrantSolutions.gov. | SF-424B and instructions ¹⁰ Requested by DGM | |
| 3.4 | SF-LLL: Complete form in GrantSolutions.gov. | GrantSolutions Requested by DGM | |
| 3.5 | IHS Budget Narrative: Prepare according to these instructions. | Instruction documents Requested by DDTP/DGM | |
| 3.6 | IHS Budget Line Item: Prepare according to these instructions. | Instruction documents Requested by DDTP/DGM | |
| 3.7 | IHS Diabetes Audit Report for 2014: Obtain an electronic copy of the report for your facility or community (DRAFT is okay). | DDTP Webpage ¹¹ Requested by DDTP | |
| 3.8 | IHS Division of Diabetes Project Narrative: Prepare using template. | DDTP Webpage ¹² Requested by DDTP | |
| 3.9 | IHS Best Practice(s): Prepare using template(s). | DDTP Webpage Requested by DDTP | |
| 3.10 | IHS Key Contacts Form: Complete with information for the Program Coordinator. | GrantSolutions ¹³ Requested by DDTP | |
| 3.11 | IHS Certification Regarding Lobbying: Complete form in GrantSolutions. | GrantSolutions Requested by DGM | |
| 3.12 | IHS Performance Site (1.4): Complete form in GrantSolutions. | GrantSolutions Requested by DGM | |
| 3.13 | IHS Current Indirect Cost Rate Agreement: Obtain an electronic copy of the documentation for your organization. | GrantSolutions Requested by DGM | |
| 3.14 | IHS Faith Based Survey: Complete form in GrantSolutions.gov. | GrantSolutions Requested by DGM | |
| 3.15 | IHS Résumé for Key Personnel: Prepare documentation for each new individual not included in previous applications. | Instruction documents Requested by DDTP | |

⁸ SF-424 URL: http://www.acf.hhs.gov/sites/default/files/assets/sf424v2_508.pdf

⁹ SF-424A URL: <http://www.acf.hhs.gov/sites/default/files/assets/sf424a.pdf>

¹⁰ SF-424B URL: <http://www.acf.hhs.gov/sites/default/files/assets/sf424b.pdf>

¹¹ Diabetes Audit URL: <http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=resourcesAudit>

¹² SDPI Application URL:

<http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=programsSDPIcommunityDirectedApp>

¹³ GrantSolutions URL: <https://home.grantsolutions.gov/home/>

| Step | 3.0 Preparing Your Application – Forms and Documents | Resources and Primary Requestor | Completed? |
|------|---|---|------------|
| | Complete all forms and/or prepare required documents. Submit or attach forms or documents to your GrantSolutions application kit. | | |
| 3.16 | IHS Other: Provide any other relevant application materials, including Financial Audit documents (see 3.18) and submission of missing reports. | No additional resources or requests | |
| 3.17 | OMB A-133 required Financial Audit for FY 2013: Obtain electronic copy of documentation. | FAC Website ¹⁴ Requested by DGM | |

Part C: Submit Your Application

| Step | 4.0 Submit Your Application – Electronically via GrantSolutions.gov | Resources and Primary Requestor | Completed? |
|------|---|---|------------|
| 4.1 | Ensure that all forms and documents successfully uploaded and there are green checkmarks for all items in your application kit. | GrantSolutions ¹⁵ Requested by DDTP/DGM | |
| 4.2 | Print out and review your entire application kit, including all completed forms and documents. | Instruction documents Requested by the DDTP/DGM | |
| 4.3 | Submit the electronic application kit on GrantSolutions. | GrantSolutions Requested by DDTP/DGM | |
| 4.4 | Prepare and submit revisions as requested by the Division of Grants Management (DGM), DDTP, or your Area Diabetes Consultant (ADC). | GrantSolutions.gov DDTP webpage ¹⁶ Requested by the DDTP/DGM/ADC | |

Steps to Submit a Paper Application

You should only consider submitting a paper application if your program is unable to submit an application on GrantSolutions. **A waiver must be requested and received prior to submitting a paper application.** After you have obtained a written waiver approval from the Chief Grants Management Officer, you may submit a printed paper application directly to DGM.

| Step | 5.0 Submit Your Application – Paper Application | Resources | Completed? |
|------|--|--|------------|
| 5.1 | Prepare your application package. | Application Forms on DGM and DDTP Webpages | |
| 5.2 | Print out and review your entire application, including completed forms and documents. | Part B of this checklist | |
| 5.3 | Submit your paper application to DGM. Include a copy of your approved waiver in the package with your paper application. It is very important that you adhere to the paper submission instructions and timelines that will be stated in your waiver approval. | DGM Instructions provided on waiver approval | |

¹⁴ FAC URL: <http://harvester.census.gov/fac/>

¹⁵ GrantSolutions URL: <https://home.grantsolutions.gov/home/>

¹⁶ SDPI Application URL:

<http://www.ihs.gov/MedicalPrograms/Diabetes/index.cfm?module=programsSDPIcommunityDirectedApp>