



Indian Health Service

Division of Diabetes Treatment and Prevention

SDPI FY 2016 Grant Kickoff and Orientation

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Kelli Begay:

With that, we're going to go ahead and get started. And I'm going to pass it on to Dr. Ann Bullock. Dr. Bullock.

Dr. Ann Bullock:

Thanks Kelli. Hi everyone! I hope your Januaries are all going well. For those in the East, I hope you've dug out from the storm. For everyone else, be glad you didn't have to dig out from the storm, a lot of snow here in the D.C. area for sure. So, wherever you are, I hope your winter is going well.

So we'll pick up a little bit where we left off in our webinar two weeks ago, but also cover some new ground. One of the things I'm just delighted about today, we're always happy for the partnership that we have with our Division of Grants Management.

Mr. Robert Tarwater, who's the Director, will be with us in just a few minutes. He's on the call now, but we'll have him introduce himself here in a few minutes to tell you a little bit about himself and help answer questions that you're going to have along with Mr. John Hoffman, and I think we have a couple of the folks from the DGM on. Also, of course Melanie Knight will be talking about terms and conditions and other things in a few minutes as well.

We always aim to provide useful information, so this is what we're going to try and cover today. We're going to cover just a few slides about grant updates, and few things have sort of changed. About plans, we'll tell you a little bit about and then give you a chance to ask questions which we'll have our excellent DGM staff on to help us address.



And then once we're done with that, Melanie will talk with you about things that you're going to need to know about the grant and terms and conditions and other kinds of necessities. So, two parts to today's webinar and we'll try and get to all the questions that you have during either those two parts.

So FY 2016, gosh, this has just been quite a complicated process, hasn't it? And there are a lot of reasons why this year's -- in addition to being a new competition, a new FOA, all of that, changing from four budget cycles to one budget cycle, while it's wonderful. Once we get there, it's going to be great and much simpler for all of us. But getting there, as you all know, is proving to be a little bit of a challenge, but we're getting there. All of us together, we're getting there.

Another thing gets done is, which is almost unheard of in the grants world, is that just about all of you are receiving more money than you applied for in the grant applications. That is also highly unusual, wonderful, but something that is requiring some other processes especially from our DGM colleagues to be able to accommodate. So, we'll talk just a little bit about that.

And then of course, as many of you have heard, we had an unexpected closure of UFMS our financial system in December, some obstacles with Grant Solutions. It just seems like one thing after another was coming together to get those process a little more delayed than we had initially thought. So our timeline is a little different than we had said. And so the result is that it will take still a few more months to get everyone into Fiscal Year 2016 funding and activities.

So this presentation, we'll talk a little bit about how that's going to happen now. But please be comforted that basically none of you are going to lose any money from either 2015 or 2016 funds. Now, to every statement, there's always an exception and there's a place or two that may end up with some offsets or other things in terms of funds. So we're not talking about the exceptions to this statement, but almost none of you are otherwise going to have any problem with your 2015 or 2016 funds. So right off the bat, just please be aware of that.

We understand though that these changes in the timeline are going to affect the start of and the duration of the 2016 grant activities for you all who have been in what we've called Cycles 3 and 4. We'll talk more about that in a minute, but we understand that it's going to affect this.

We also know that it's going to affect your ability to start your activities, as well as to collect your baseline data for your chosen Best Practices required key measure. We know that. Don't worry about that. That's not a problem. We will adjust for all of that.

So starting off with the folks who actually have a little simpler issue right now, with our folks who had been in what used to be called Cycles 1 and 2, and the few who are genuinely new grantees. If you are a sub-grantee under a primary grantee last year, you're not considered a new grantee for this purpose. You would be following whichever cycle your primary grantee had been in last year.

Cycles 1 and 2 and the few that are truly new grantees, this is speaking to you all for this slide. So, the Notice of Grant Awards or NoAs have been distributed. There's only one new grantee and one in the Cycles 1 or 2 that are still working with their GMS to get those NoAs out. And you know who you are, and everybody else, this has already happened. So yay, that's wonderful.

Almost all of you have NoAs that have either a January 1st or January 15th start date for when your NoA is effective. There might be a few who end up with a February 1st date, but pretty much the vast majority you will be either those two dates.

So as you've heard, let's say, before including on the webinar two weeks ago, if you have not done, so already please submit your supplemental information for these additional funds, meaning additional above and beyond what you applied for in your application, please get that information to your grants

management specialist or GMS as soon as you can. As you know that your budget -- revision to the budget, to your budget narrative and scope of work for these additional dollars.

Once those items are received and you work with your GMS and then these are approved, then the restrictions on those additional funds will be listed and you'll have access to all of the funds that your NoA says you have.

For you all, your FY 2016 activity should have already started, because whether you had a January 1st or January 15th NoA, those dates of course have already past. So you guys should already be getting the work doing your 2016 activities as described in your application. And if you've already turned it in and had it approved, the activities you described for your additional dollars as well.

Right now, in addition to your activities and services for communities, please start organizing your Best Practices target group that you described in your application, you've already thought about this, and figuring out how you're going to go about collecting your baseline data. Hopefully most of you are well along in these processes.

However, to be clear right now, there is no way for you all to enter that data into what we're calling our SDPI Outcomes System or SOS as it's fondly known. The orientation webinar is our next required SDPI training. It will be on February 10th. We'll show you the date and time again several times throughout this presentation, but we really want everyone to be on that because that's going to be a very important description, orientation, walk through on how to use the SOS.

But in the meantime, up until February 10th, that system is not available yet, and you all don't need to worry about submitting any required key measure data into that. That's true for all of you no matter what former cycle you are on, Cycle 1, 2, 3, or 4 and our new grantees. Don't worry about submitting anything for RKM data into the SOS before that February 10th webinar. And please, please have that on your calendars to join us for that important webinar.

Okay, moving on. For Cycles 1 and 2, it's pretty straightforward, no big changes from what you've already heard and what we've been talking with you about over the last few months. Cycles 3 and 4, there will be a couple of changes here that we want to make sure that you're all aware of. But to start with, if you haven't done so already just like our Cycles 1 and 2 colleagues, please submit the supplemental information for your additional funds to your GMS. So these are the funds again that are above and beyond what you applied for in your application. So please work with your GMS.

Now, unlike our Cycles 1 and 2 colleagues, where they had to get the NoAs out because those folks are running out of dollars with the December 31st end to their 2015 periods, what DGM has done is got those NoAs out and then restricted the funds that are additional and have -- once that application additional information is submitted, they will release the restrictions.

For Cycle 3 and 4 because you all have a couple months more of funding, they're hoping to not have to do it that way. They would like to see all of the information for all of the dollars submitted before the NoA comes out. So rather than do an NoA and then amend it and release restrictions. They want to do it once. So, if you have not done so already, please do submit that supplemental information to your GMS so that can go into that new NoA. And that's the budget, budget narrative, scope of work just like described in the last slide.

As that supplemental information is received and once it's approved, DGM will go ahead and process your NoAs. However, those will come out at the end of March. However, all of the current Cycle 3 and 4 folks, you're 2016 budget period's start date will be April 1st, all of you. Even if you get your NoA a little sooner than that, this budget period start date will be April 1st for all former Cycle 3 and 4 folks.

For Cycle 3, this should be pretty seamless because your 2015 budget period was scheduled to end of March 31st so an April 1 start for your 2016 activities is right on schedule for you guys. So no big changes there for you.

For Cycle 4s, since your budget period for 2015 was scheduled to go through May 31st, DGM will amend your 2015 NoA so that your budget period will end March 31st just like our Cycle 3 folks, instead of the original May 31st.

Now, you can continue to do your 2015 activities if you wish through May 31st, but your 2015 budget period will come to an end with that April 1st start date on your NoA.

So Cycle 3, same as what you would have thought in the past, you will have your March 31 would be the end to your 2015 budget period. For Cycle 4, there will be some adjustments to your 2015 NoA by DGM so that your budget period will end March 31st. I hope that's all clear. I'm sure will end up some questions. But for all of you, it will be an April 1st start to your new 2016 budget period.

Now something that we're going to ask Mr. Tarwater talk more about in a few minutes is that, some of you may need what is called "pre-award authority", and that's a term we haven't had to deal within SDPI. In fact, for those of you who scoured the FOA, you'll notice it actually says that there isn't pre-award authority. But DGM does have the ability to grant pre-award authority, and given some of these necessary changes in these timelines, they are doing so for a number of you.

What "pre-award authority" means is that grantees can expend funds for allowable charges consistent with what's been approved for their application even prior to when their budget period start date occurs. So if you have an April 1 start date, but you start on your 2016 activities in March and you have an NoA that says you can do this, then you can go ahead and start spending dollars. Now, you cannot draw down those funds until the budget period start date that is on your NoA.

So if you start spending money for 2016 activities in March but your NoA says April 1st, what you're going to do then is, working with your GMS to make sure you're doing it all properly, you would be able to reimburse yourself for those allowable expenses once your budget period starts. So once April 1 comes along, you would be able to do that. So you can start working on 2016 activities if you want to before even that NoA start date through this pre-award authority mechanism.

It must be stated in your NoA that you have this pre-award authority in order for you to be able to exercise it. So if you think you need it and you don't see it in your NoA language, any of it anywhere, make sure you're checking all the terms and conditions and you should check with your GMS because in order to exercise this pre-award authority, it has to be stated in your NoA that you have that.

Now, this is primarily speaking to our Cycle 3 and 4 colleagues, there are few of you in Cycles 1 or 2 that also will have this, but very few Cycle 1 and 2 folks are going to need this. This is pretty much speaking to our Cycle 3 and 4 colleagues here.

With that, as always, we want you to know who you should be talking to, who your GMS is. So on the left is your IHS Area and/or whether you're an Urban Program, please take a look to see who your GMS is. That's their email and their phone numbers. So you know who to be talking with because you need to stay in close touch with them for all of this information.

We're going to stop here for some question and answers. As it notes on here, please, we are not going to get into any questions about Best Practice required key measured data and the SOS System on this webinar. That's the date and time for the orientation for that. So if we can save all questions, most of them will probably answered with the presentation on February 10th but don't worry about submitting data for that.

With those few slides, I'm sure there are lots of questions people are going to have, and I want very much to introduce to you Mr. Robert Tarwater who joined Indian Health Service as the Director of the IHS Division of Grants Management in September. So he came at a very busy time not only for our grant but also for some other grants. So he has had to learn very quickly how things work for Indian Health Service compared to where he had worked for many years at NIH. He knows government grants and he's quickly learned all the nuances for grants in IHS including SDPI.

While we're getting those questions lined up for our Q&A here, Mr. Tarwater, thank you so much for being with us here for a good partnership of yourself and your division. Please, take a few minutes now to introduce yourself to our SDPI grantees.

Robert Tarwater:

Dr. Bullock, thank you very much for the introduction, and thank you for inviting me and inviting our division staff to participate. What I can offer on a personal level is this kind of outreach discussions, these kinds of activities, as long as I've been doing grants, this is one of the few things that I consider a legitimate perk to working in the job, having the opportunity to meet the folks that are not only our recipients but our partners. So most, I want to thank you for affording me the opportunity.

Ladies and gentlemen, thank you. I'm Robert Tarwater. I'm the current Director of the Division of Grants Management here at the Indian Health Service. Ann's right, I came on board at the end of September, which is at the end of our fiscal year. We were in mid flow and preparing to move our headquarters in November. Obviously, that really for me has been hitting the ground and running and hitting the ground and running, and hitting the ground and running a little more, but I can't extend enough of a thank you to the program staff in particular to the DDTP, the Division of Diabetes Program staff for being so welcoming, so encouraging, and really helping me to ingratiate myself into the program.

In particular, I want to thank my staff. I want to thank my Division of Grants Management with their expertise, their experience, their affability, for forwarding me an opportunity to learn a whole new dynamic in federal grants. They've been nothing but -- well, frankly, gracious and courageous in helping me get acclimated. To an end, I'm getting the lay of the land, and I appreciate everybody's good will and patience while I get there.

My background as Ann has alluded to was -- well, let's see, it's about 24 years of prior federal grants experience at the National Institutes of Health. Similarly, it is entirely a discretionary grants program. So while, the systems here are very different and the nature of the support is very different. As opposed to outright research, now I'm looking into an outright support and service. However, the fundamentals are the same, the bedrock of the grant policy still applies. For right now, it's me getting acclimated just to the vernacular and the new systems. Again, I want to thank everybody for being so welcoming and really just so very patient in getting me acclimated.

Is there any particular question I should be looking at up front, or is there anything more I can offer?

Dr. Ann Bullock:

Absolutely, and thank you Mr. Tarwater for taking a few minutes so our grantees can get to know you a little bit. So, what we usually do here is we have Kelli or Melanie. We go through the questions one by one and make sure we can get the right people, getting the right answers. So, why don't we start with that?

Robert Tarwater:

Okay. Yeah, if you don't mind, I just want to preface it with -- I think I can certainly cover a general overview for folks. Meaning, a general strategy about what we're doing and what we're trying to do. As the questions, if they become more specific, I'd like an opportunity either to defer that to a member of my staff, who might be available, or simply just the general theme would be -- everybody has seen the slide that has my staff allocated to the Area that they cover. I want to talk about that and that those folks in particular, the Grants Management Specialists; they are my subject matter experts. They know and live these programs quite well and they really are -- for the grantees, for the recipients, for the entities out there, they really are your best and primary important contact in dealing with the grant related questions. So I'm happy to defer to them as necessary, but my primary element would be I still encourage folks out there to make great use of their talent and their expertise and their willingness to work with our partners.

Dr. Ann Bullock:

Great! Always a good tip to make sure people are in touch with their GMS as much as needed. So let's start with those questions.

Melanie Knight:

Great! This is Melanie. I'll go ahead and get it started. Our first question is from Patti Suskin, and she asks, "We have chosen the Best Practice of Hepatitis B Immunization. Is purchasing the vaccine with grant funds an allowable cost?" I'm not sure who would be the best to answer that or get us started.

Robert Tarwater:

Yes Melanie, pardon me. This is Robert Tarwater. If there's any member on my staff who wanted to jump in with that, I'd welcome it and encourage it. This is the kind of specificity of a question to a grant program that I earnestly recommend go to the respective grants specialist. Likely, what will happen is that question is the response will come back from the specialist, but it would be done in concert with our program staff to help identify the allowability of cost.

Melanie Knight:

Since we have one of the GMSs on, can we have -- like John Hoffman you're on--, can you just give us an idea if that something that would be an allowable cost?

John Hoffman:

Hi Melanie. This is John. Well, thank you for the question. I don't recognize the name and I really don't recognize this program. However, generally speaking, if the cost is supported, and this is what I've been telling to a lot of my grantees in the Phoenix, Albuquerque, and Tucson Areas, if the costs are generally supported by the approved goals and objectives of the grant, then most of the time they would be allowable. But when the grantees are proposing these costs, I would strongly recommend that they detail and point out specifically where the goals and objectives support in those specific costs. Like I said, I don't know the specifics on this, this general question. It would be best that the grantee reach out to their specialist.

Melanie Knight:

Thank you Mr. Hoffman. And it looks like this person does know who their GMS is, so they'll probably contact them.

Dr. Ann Bullock:

Melanie, this is Ann. If I could just add in to that, again, speaking in general is always different than the specifics, and so making sure to check with your GMS to be sure. But in general, that type of cost has been allowable. Certainly, Hepatitis B Immunization is recommended for people with diabetes, and especially if someone has chosen a Best Practice related to that, even more so. These are the types of costs that in the past have been. But that's a general statement and again just be sure that you work with your GMS to make sure that that is true for your particular program.

Melanie Knight:

Right, thank you. Next question is from Helen Maldonado, the Area Diabetes Consultant for California Area. She has been receiving questions from a Cycle 1 program asking if they will be allowed to request to use their carryover funds beyond March 31, 2016. Can I have somebody from DGM help in addressing this?

Robert Tarwater:

Yeah, sure. Melanie, this is Robert Tarwater. In the overall premise, the general premise would be that for the folks that are entering the FY or the 2016 award period, as they need to request carryover funds beyond what's been authorized and awarded -- and again, that has to be very general. But effectively, as the approach -- if they anticipate needing funds that are beyond what have been authorized in their 2016 award, it would be very appropriate for them to come in and request the carryover funds for approved activities within the scale objectives of the program.

For more details about how to do that, then I would earnestly recommend that the grantees reach out to their respective grants management specialist and seek out guidance and instruction on how to do that.

Melanie Knight:

Great, thank you. Next question is from Kerstin Powell. "With a later Notice of Award date for Cycle 4 Tribes, do we still have a funding overlap as of January 1, 2016?"

Dr. Ann Bullock:

This is Ann, if I could start with that and then turn it over to DGM for further comments. This refers to what we had originally anticipated would be how this would work for those first few months of this calendar year 2016 that there could be some overlap between the 2015 and 2016 activities and even budget period. What has become very clear through this process is, and is there in the slide, is that we will not be having an overlap of budget periods. This is a change from what you all have heard, so trying to be very clear where something is different in what we had said to you in previous months. So there will not be an overlap for cycle -- looks like your Cycle 4 you're talking about.

So for Cycle 4, as with Cycle 3, your NoA once you have everything submitted and approved, your NoA will have an April 1 start date. So March 31, 2016 is the final day of your 2015 budget period and April 1, 2016 will be the first day of your 2016 budget period. So there will not be an overlap. There may be some overlap in some of your activities as I said during the slides, you may continue to do some 2015 activities while you're getting your 2016 up and running, but the budget periods will not overlap. Mr. Tarwater, or one of your staff, would you care to elaborate?

Robert Tarwater:

Ann, thank you. On the broadest point, I think you've covered it really effectively. While the budget periods mechanically cannot overlap, the activities may be able to overlap depending in part on -- if

you're in a 2015 award that goes through the end of March. If your systems can accommodate it and you're able to begin earlier activities, you may re-budget accordingly using a pre-award authority, now that gets super technical but it simply just mean that you have some of the recipients. They have a broad amount of latitude about what activities that they're able to continue and what activities that they can start and when.

Now for the folks that are going beyond that, if there are further questions about pre-award authority respective to their award, they can reach out to my staff and we'll be able to get them the guidance accordingly.

But in the premise of overlapping the budget periods, mechanically, there is no way that can be done. But by providing pre-award authority to the 2016 awards, it does provide folks an optimal amount of latitude to begin those activities in earnest if they're able to.

Melanie Knight:

Great, thank you. All right, next question is from Ken. "If the supplemental information requested by January 31, 2016 is not in, what happens then?" Mr. Hoffman can you get started on this question?

John Hoffman:

Sure. What the implementation of the newest budget periods start and end dates from 2015 and 2016, I know I put out correspondence to my grantees in Albuquerque, Phoenix, Tucson areas and Navajo areas requesting information by January 31. That was prior to the implementation of the new dates, so now those have changed. If the grantees need additional time beyond January 31, 2016, that is acceptable and fine. We realize that change is hard and things are -- with the new dates, any submission of the revised budgets justification and scope of work and so forth may be submitted after January 31, 2016. There's no problem with that. We'll still accept them. But please just keep in mind we want to get these issued as soon as we can, so the sooner the better.

Melanie Knight:

Great, thank you. I'm sorry, go ahead.

Robert Tarwater:

This is Robert. No, that's fine. I just wanted to add. I wanted to thank John for that information and I want to reaffirm that the working deadline of January 31 to get that in was based on the best information we have at the time. In good faith, John is exactly right. There is no punitive issue to not being able to hit that deadline. It simply means that, the sooner we get the information in, the better we're able to respond and get out the new notices of award.

And with one of our fundamental objectives being able to get the awards out cleanly without further restrictions going forward. So between now and April 1, we have a fair amount of time, but of course it's never the kind of time we think we have. So, to that end, I would earnest -- again, supremely recommend that folks do everything they can to get that information into their specialist.

Melanie Knight:

Great, thank you. Okay, next question is from Cheyenne & Arapaho Tribes of Oklahoma. They're Cycle 3. "Does that mean we are not going to a Fiscal Year January to December like previously thought?" Who wants to start this off with this one?

Robert Tarwater:

Yeah, this Robert Tarwater.

Dr. Ann Bullock:

This is Ann. Go ahead Robert. I just going to say that -- and probably they've gotten these answer now since they typed it in. So correct, the Cycle 3 and 4, there will not be a January 1 through December 31 budget period for 2016. It will be an April 1 through December 31 budget period. And as you said on the slide, we know that that will make it a little bit more difficult to do all the activities that you have planned to do in 12 months to do it in seven or eight. Again, with pre-award authority, you can get started a little sooner, but we realize that that will shorten your 2016 budget period by a little bit and that may affect some activities and some required key measure data and things like that. We understand that. So Mr. Tarwater, would you care to add to that please.

Robert Tarwater:

No, you've effectively crystallized it really quite nicely. This is a truncated budget period only in terms of time but not in terms of monies.

Melanie Knight:

Great, thank you. The next question is from A. Holt. I would say Amber. I could be wrong. "For Cycle 4 grantees, if we elect to continue FY 2015 activities until May 31st, do we need to request an extension to utilize our FY 2015 funds through May 31st?" Dr. Bullock, do you want to get started on this question?

Dr. Ann Bullock:

So as they said during the slides, and as Mr. Tarwater echoed in his comments, if you wish to continue some of your activities through this transition period, that is fine. The budget period will come to an end so the question relates to how to make sure you have the funds to continue to do the 2015 activities. So for that, I will turn that over to our DGM colleagues to reply to Mr. Tarwater or one of your staff.

Robert Tarwater:

Yes, sure. This is Robert Tarwater. If folks are in a position or need to continue FY 15 activities, minimally I would say we definitely want program staff aware of it, we want them to know about it. They might have a lot to say about the nature of those activities and the duration on those activities. Everything is going well and it means if a program staff in particular concur with that, then it would be entirely appropriate for those activities to continue into the new award with the understanding that while the objectives between 15 and 16 are moderately different, they are similar enough in their scope and their objectives and allowability that they can be defended, and that they would certainly be -- that would otherwise be deemed allowable.

But I think the biggest key to that is maintaining an effective communication between the recipient and the program staff and the grants management staff so that there aren't any undue surprises. But mostly in good faith, in the most general sense, it would be appropriate to maintain those activities certainly for the four coming months if necessary to deliver on the aims of the prior set of award. But effectively and most broadly, the entities will have very broad latitude in being able to budget between the activities because we would then be able to defend those as being similarly and closely related work that fits into the overall objectives of the program.

Melanie Knight:

Great, thank you. Okay, next question is from Mikael Aragon. "Will Cycle 3 and 4 automatically receive pre-award authority?" Mr. Tarwater, can you answer that one?

Robert Tarwater:

Yeah, you'll have to pardon me. My understanding in covering from the slide set was that certainly for Cycle 4, the intention was to provide the maximum flexibility for folks to begin 2016 activities in earnest if they were able to ahead of the April 1 start date. On those cases, the general directive was to provide pre-award authority on those awards.

I'm going to ask some of my DGM staff to remind me whether we extended that to Cycle 3. Before I do that, in any case, if there's an individual award that went out or is going to go out for Cycle 3 or Cycle 4 and there's no terminal award that discusses pre-award authority, then that will be a case where you'd want to reach out to your respective grants manager and ask about it. If necessary, we can evaluate that and we can certainly revise the award or amend the award to extend pre-award authority consideration.

So in an overarching premise, that was the idea with how we are going to afford pre-award authority to Cycles 3 and 4. Certainly the 4s, if there's an award that went out that didn't discuss it, that recipient can and should come back to us and we can discuss it. And if necessary and appropriate, we can amend that award to provide pre-award authority back in January.

Dr. Ann Bullock:

Mr. Tarwater, this is Ann. So the question is, "Will Cycles 3 and 4 automatically receive pre-award authority?" The answer isn't automatically. The GMS may include that as one of the elements in the NoA. And in order for a site to consider themselves to have that, it must be in the NoA. So as you just said, if it's not in the NoA and the site feels like they would like to take advantage of that, then they should talk with their GMS to see if they can get that included in their NoA. Is that correct?

Robert Tarwater:

That's correct. And really, while the intent was to do it, what it meant was, we would have to invoke that term on each and every award that went out. And given the volume of awards, it's entirely possible and regretful but entirely possible that there may be one, two, there might be few awards where that term may have been omitted and then simply it was likely going to be an oversight.

However, a protective element for the recipient, you want that in writing. And in writing means it has to be something more than what we're doing in this webinar. It would either be a statement from my office saying we're extending pre-award authority to you and better and more defensible for the recipient would be to have an amended award that reflected that term. But we're certainly affable and we're certainly amenable to any consideration that would be necessary for -- I'd like to thank all -- I guess part of it, I'd like to believe that everyone on this award that went out, perfectly, and I'm pretty confident that would be the case. But again, I can certainly envision with the volume of awards that we're moving out right now it may come up, and if that's the case, just reach out to us and let us know and we're more than happy to work with you.

Melanie Knight:

Okay. Next question is from Stefanie Stark. She has submitted her supplemental fund forms to her GMS and her area diabetes consultant. She asked, "Do we also need to submit that to Dr. Bullock?" I will go ahead and answer that. That won't be necessary. Just like you have, sounds like you did it

perfectly by submitting to your -- well you said to DGM but hopefully it was to your Grants Management Specialist and then including your Area Diabetes Consultant. That's perfect.

Next question is from Michelle. "Submitted budget revision and form requested by the Grants Management Specialist on January 25th. Asked for a courtesy response to make sure it was received but did not receive acknowledgement."

So it sounds like that's a comment. It may be helpful Michelle to go ahead and follow up on your email. Does anybody have anything else to add to that?

Robert Tarwater:

Yeah. This is Robert Tarwater. I'm more than happy to let any of our staff to speak to that as well. It's not an excuse and it's not to mitigate it, but like I said, we're still digging out from a pretty significant snow event here and I say that humbly, knowing full well what snow looks like to the rest of the country. But given our area and the complexities of living in an urban and suburban area, we have had Federal offices close for a few days and we've had folks teleworking as the best they've been able to. My earnest would be -- I'm sure that you will get a response in short order, but I just ask for a little latitude. And then if you are still not getting an adequate response, one, by all means, reach out, and two, feel free to let me know as well.

Melanie Knight:

Okay, thank you. Next question is from Austin. "Since the Cycle 4 budget period is ending March 31st, instead of May 31st, are we still held to the 25% carryover procedure where if we are at a point of greater than 25% of funds set to be carryover, do we have to do a carryover request or are we going to be allowed a higher carryover percentage, without special request, because of our shorter budget period?" Mr. Tarwater, are you able to answer that one?

Robert Tarwater:

Yeah. For right now, the broader policy for the IHS and carryover is maintaining that 25% threshold. I think part of this is would be the idea that with the operational funds that you have either right now or going to have in your pending award, if anything, I would -- it seems more likely to me that you actually won't need carryover funds that you are going to have a truncated award for time, meaning either nine or ten months between April 1 and the end of December that you'll actually have more funds than you would require for the program at present. This is something we'll be looking at going into the next budget period as to will there be any consideration to deviating or doing anything differently going into the following budget period. But for right now, my feeling is that any concerns about carryover going into the new cycle might be humbling or respectfully might be premature.

Melanie Knight:

Okay, thank you. Next question is from Dan Green. "Can unexpended FY 2015 funds be carried forward into FY 2016 contracts? If so, what is the process to request this?" Mr. Tarwater, do you want to answer that one?

Robert Tarwater:

Yeah. I want to make sure I understand the question. Pardon me, I'm rereading it. I think in this case, lacking -- or pardon me -- given the specificity of the question, I'm going to ask that they reach out to the grants manager, and then the instruction set can be provided from there. I think what's throwing me off perhaps is the word contract in the question. I'm not sure if I should infer that as synonymous with

grants or should I infer that to mean several words, sub-grants, sub-contract. I want to be helpful, but in that case I would just earnestly recommend they go to their respective grant specialist.

Melanie Knight:

Great, thank you. Next question, also just pointing out to, we've put in the GMS' contact information on the slides there so you could see who your GMS is based on which IHS area you are in.

Next question is from Kerstin Yepa, "Once the budget revisions have been submitted to the Grants Management Specialist, what is the turnaround for approval for the revised documents?"

I can probably just get us started in saying that it depends. I know each program is different and how much extra they're receiving and what changes they're going to make to their budget and their work plan as we call it. I mean it all depends on quite a few factors, but Mr. Hoffman, did you want to add anything to that?

John Hoffman:

Sure, actually we tried to get within 30 days, however we asked that during this process, we're receiving revisions from the entire cycle, Cycles 1, 2, 3, and 4. So, it may take over the 30-day limit that we have to respond. But I wholeheartedly say that we are working on getting these out and turned around to you folks just as soon as we can.

Melanie Knight:

Great, thank you. Next question is from Kerstin Powell, "Will the GMS correspond with any staff or only the key contact person for the grant?" Mr. Hoffman can you answer that one?

John Hoffman:

We speak with just about any staff that is relevant to the grant. I've spoken with the grant writers, to the finance folks, to the program directors. However we should only be speaking to the program directors listed within that Notice of Award but sometimes we will speak with the other staff as needed.

Melanie Knight:

Great, thank you. We have another question that it looks like it may have been answered by the person who asked it, but just to kind of reiterate it, they have not received notification of what additional funding they may be receiving in 2016. They are a former Cycle 4 grantee, "where and how should this information be received by us as the recipient?" So they did specify that they'll contact their GMS for more info. I think it would be helpful though, Mr. Hoffman, if you can just say it again, how the GMS's are notifying programs and again which contacts they're using?

John Hoffman:

Certainly. I think I'm pretty sure all of our specialists have reached out to each individual grantee and the folks that we reached out to are the ones who are listed within the applications, specifically the program director and the authorized official that was listed within that specific application.

Melanie Knight:

Great, thank you.

Dr. Ann Bullock:

So Melanie sorry, one more thing on that now. As we talked about in the last webinar and as Mr. Hoffman was getting at, if you have not received an email, if you're not aware of an email being received back from the GMS about your grant in terms of the amounts that you'll be receiving and the procedures to follow for all of this, then the reason that you may not be aware of it is because you may not be the one that its being sent to. So be sure you are checking with your AOR and others who might be the ones receiving it to be sure that they have not received it. So just be sure that the right people are getting the right information and start checking on that locally to be sure you're looking for those people who may be the ones that DGM is sending those emails to.

Melanie Knight:

Great, thank you Dr. Bullock. Next question is from Joyce Hamilton, "Tennis shoes are an essential need for exercise. Can the program make purchase of walking, running shoes for participants to be used as incentives?" Mr. Hoffman, can you get us started on this one?

John Hoffman:

Let me see here. I don't know if I can answer this for the entire program. This is something I would probably have to come directly to the specialist. Joyce, you are in my Area, the Phoenix Area, and I would be happy to speak with you in regards to this cost offline. I probably need a lot more details and so forth. I just cannot make a determination based upon this question.

Melanie Knight

Thank you.

Dr. Ann Bullock:

Mr. Hoffman, this is Ann, just a point of clarification in general, all right, this particular situation as all of them. We need to have them check with their GMS. We know that there's a limit on the dollar amount for incentives and since the word incentives was put into this question, there's a \$30 threshold for per item and sneakers, tennis shoes generally do not meet that \$30 threshold, but that's for incentives.

So the question really would be whether exercise equipment or garments might be allowable and that would be where -- and not as incentives--, but for some other way that they're incorporated into the program, that would be -- what you may want to check with your GMS on -- am I stating that correctly Mr. Hoffman?

John Hoffman:

That's absolutely correct Dr. Bullock, thank you.

Dr. Ann Bullock:

Thank you.

Melanie Knight:

Great, thank you. Next question is from Diane Selleck, "Are there more restrictions on SDPI grant monies that are administered by IHS than monies is not administered by IHS?" I was going to toss this one up in the air, as anybody have -- anyone want to get us started on this question?

Dr. Ann Bullock:

This is Ann, so in general, the answer to that is no, there's no difference. The grant rules are the grant rules and whether it's a Federal, Tribal or Urban site that has received a grant and therefore is committing to abide by the grant regulations, that should not matter what type of organization they are part of. We certainly know that there are -- and this is someone from an IHS site, it looks like asking the question, that we Feds certainly have some extra rules we have adhere to with what procurement and other things, but those are not the same as grant regulations.

So from a programmatic and I would ask DGM to confirm this from a grants perspective, there's no difference because the rules are the same for the same grant. Mr. Tarwater or others, would you care to comment?

Robert Tarwater:

Sure Dr. Bullock, this is Robert Tarwater. Well I would concur with Ann that in terms of restrictions, typically no. I mean, meaning typically you're looking at what are the bedrock regulations that we all have to abide by. However each individual agency may have certain prescribed thresholds that's built into their process and their policy. So, for example, where I came from at the NIH, we had a cap on salary and again that was effectively in the NIH and a few of the other agencies, but may or may not necessarily be the case here.

So agencies do have a variation or a theme in terms of threshold, what are they allowed to authorize and what are they normally allowed to prescribe? But in the generic sense, a lot of the thresholds that we prescribe to are covered, meaning they're open, they're public facing and they're either in the terms of the award or in the funding announcement or perhaps even in our public webpage. But to answer the question about whether there are more or less, I'd be inclined to agree with Dr. Bullock that I wouldn't qualify it as more.

Melanie Knight:

Okay, we're going to move on to the next question. From Pam Nichols, "We received the SDPI award information on December 22, 2015 for 2016 but the Health Director and Tribal Leader have not received the NoA. Who should we contact? We are Cycle 1." Mr. Hoffman, do you want to get us started on this one?

John Hoffman:

Sure. So the grantees will need to login to the Grant Solutions, the grantsolutions.gov account and once they'll receive notification from Grants Solution that their Notice of Award has been issued and the grantees will login to the grantsolutions.gov account and download that Notice of Award from within grantsolutions.gov.

Melanie Knight:

Great, thank you. I have another question.

Dr. Ann Bullock:

Melanie before we move on, for a Cycle 1, if you are not aware and you've done with Mr. Hoffman just said, and you still do not have any evidence that you've received an NoA, definitely contact your GMS, especially if you're Cycle 1 or 2.

Melanie Knight:

Great, thanks. Next question is from Stefanie Stark, "Will Cycle 4 end report be due by the end of June now instead of August since it will end March 31?" Dr. Bullock can I go ahead and answer this one?

Dr. Ann Bullock:

Yes, please do.

Melanie Knight:

Okay. So yes. This is more in reference to the Fiscal Year 2015 Annual Progress Report or so that for Cycle 4, that due date which was usually in August will be moved up a little bit and it won't be the end of June, it will be the end of May. So the annual report, further information, the due dates and all that information will become available pretty soon within a week or so. So that will be up and available for you to review and thank you for that question, but yes. The due dates for Cycle 3 and 4 grantees will be May 31, 2016.

We'll also send an email to you all once that page or and the report is available. So, next question is from Theresa Jones, "How do we expend funds for allowable charges prior to the Fiscal Year 2016 budget period start date. What account would we borrow from?" Mr. Tarwater, would you like to get us started on this question?

Robert Tarwater

Oh yeah sure and again there may be a novelty for a number of folks in managing a Pre-Award accounts, but yeah. In other words, so it really depends whether your systems are able to establish what we call Pre-Award accounts. If you have a system in place to do that, then you'll be able to do that accordingly and then reimburse your program once you have the Notice of Award in hand and the start date begins.

If you really don't have systems in place to do that, then you may simply just have to wait until April to begin the activities.

Melanie Knight:

Great, thank you. Next question is from Mikael Aragon, "Does the no overlap now mean that the funds we had budgeted as overlap will not be available?" Dr. Bullock did you want to get us started on this one?

Dr. Ann Bullock:

Sure, so any 2015 funds that you are going to use during this overlap period, you will still have. I don't know what cycle you are on Mr. Aragon, but as we've been discussing, if you're Cycle 3 or 4, it may. If you're Cycle 4, you may have a little shorter 2015 period to spend them, but otherwise everyone else will have their full 2015 budget periods. There will not be an overlap with the 2016, but as Mr. Tarwater said a few minutes ago, while there might be a shortening, a truncation of the activities or excuse me, the budget part of this, the activities do not have to stop if you would like them to continue in the way we've been talking about.

So there will not be an overlap, that's right. There will not be an overlap. I know we had used that term in the past, but with the way things have developed, DGM is determined that this is the most straightforward and efficient way to get things done at this point, is to go with -- there will not be an overlap and you just make sure that you'll also not lose funds from 2015 or 2016.

Melanie Knight:

Great, thank you. Were there any other responses from DGM that wanted to reply to this question?

Okay I'm going to move on to the next question from Kerstin Powell, "Can we use the listed expense categories for the overlap funding that was submitted with the grant application towards the possible additional grant funding we may receive?" Dr. Bullock did you want to answer that one as well?

Dr. Ann Bullock:

I'm not sure I'm completely understanding the question, but it's again getting at this overlap period or what we had talked about as possibly being an overlap. So some of you for what you might have considered to have -- to be an overlap period, had some onetime expenses you were planning to expend those dollars on. You may have proposed that in your application and/or may be proposing that in this additional information you're submitting about your additional dollars. Either way, it's fine. If these are all approved, it's fine to use those dollars, whether we call them overlap or not, they're simply 2015 or 2016 dollars. So we'll take out the term overlap since it is not applicable, but it is fine to spend those dollars however you wish in ways that have been approved.

So if you have one time expenses because you were anticipating an overlap, you can still use them on those onetime expenses, the medications and other kinds of onetime expenses. So don't worry about the overlap. What matters are the activities and budgets that have been submitted and approved for you to use in those ways.

Melanie Knight:

Great, thank you. Next question is from Elizabeth, "Will Cycle 4 funding then run April 1, 2016 to December 31, 2016 or will it go through March 31 of 2017?" I'll go ahead and answer that. Cycle 4 funding will be April 1, 2016 to December 31, 2016. DGM let me know if I'm wrong, but that's my understanding as well as that. Despite that the move for the start date, your end date will still be December 31, 2016.

Okay, another question from Elizabeth, "Will Cycle 4 grantees reporting period start in January 2016 or April 2016?" Dr. Bullock, are you able to answer this one?

Dr. Ann Bullock:

Sure, right. So because the budget period will start April 1, from that standpoint, that's when you will be accountable, so to speak, for 2016 activities. So as we were talking about, we realize this is a shorter period to get things done that you had hope to have 12 months for and instead will have seven or eight depending on if you use Pre-Award authority, et cetera. So we understand that, but the reporting period will be from the start date of your NoA which will be April 1.

So with the previous question, while Cycle 3, particularly Cycle 4, will not have a full 12 months. For this year, we knew this year would be a little bit messy as we're saying, but by the end of this calendar year, by the end of this first budget period, all four cycles will be on the same cycle. So come January 1, 2017, all of this will have caught up and we will all be on one budget cycle.

So right, everybody ends their 2016 activities December 31, 2016. We will all begin our 2017 activities and budget period on January 1, 2017 and we'll finally all be together and this transition year will be blessedly behind us.

Melanie Knight:

Great, thank you. Next question is from Amber, "Will Billings be eligible for submitting for carryover approval with Cycle 4 2015 funds?" Mr. Hoffman can you answer that one?

John Hoffman:

Okay. Yes, that's absolutely correct. Once the 2015 budget period comes on end on March 31, grantees can absolutely request a carryover or their unobligated funds into 2016, April 1, 2016. They are eligible and they're absolutely they can request those unobligated funds within a 2016 budget period.

Melanie Knight:

Okay thank you. Next question is from Theresa Jones, "Will the grantees be able to learn from our applications, i.e. see the comments, or strengths, and weaknesses in our apps? We are Cycle 4." So as soon as the NoAs become available, the executive summaries or that document that provides the strengths and weaknesses and a summary of the review of your application will become available. So if you're a previous Cycle 1 or 2 grantee, you probably already have received that. If you haven't, it is attached in Grant Solutions as an application note. For Cycles 3 and 4, as soon as your Notice of Award will become available, those executive summaries will be uploaded into the Grant Solutions system.

Next question is from Candice Tallis, "It was mentioned in the last webinar that adding staff was an allowable expense. Are there any restrictions or guidelines with this?" Mr. Hoffman can you answer that question?

John Hoffman:

I'm sorry I didn't catch that question.

Melanie Knight:

Number 27.

John Hoffman:

Twenty seven, okay. No, there are no additional restrictions or guidelines for adding staff. Staff is an allowable cost on the grant. There are no limitations or restrictions that I know of.

Melanie Knight:

This is Melanie, I'll go ahead and add to that. The only one I'm aware of is for the Coordinator. I believe in the FOA, it states that the Coordinator has to be approved by the Program Officer which is in most cases, it's going to be your Area Diabetes Consultant. Next question?

Robert Tarwater:

And Melanie if I can add. This is Robert Tarwater, and you'll pardon me. It may seemly go without having to say it, but additionally would be provided that you provided that one would need it. I mean you'll pardon me for saying that, but that would be the only other caveat that would be applicable to any item of cost, would be, "Is it reasonable and necessary to deliver your program?" And so that's the only caveat that is kind of ubiquitous to the whole thing anyway.

Melanie Knight:

Okay great, thank you. Next question is from Rudy, "Can we revise our originally submitted budgets on our grant application to expand FTEs with the extra funding added to our program?" Mr. Hoffman do you want to get us started on this one?

John Hoffman:

I would say that would be an acceptable cost, the additional staff with the additional funding fits within the approved goals and objectives. And you're expanding on those goals and objectives that should be an okay cost.

Melanie Knight:

Great thank you. Next question is from Travis Watts, "If grantees have an over greater than 25% carryover into 2016 and will have a supplemental to submit, may they submit both the carryover and supplemental into one request and budget or will they need to be separate submissions?" A secondary question, "Would the Cycle 3 and 4 be able to combine a carryover supplemental and maintain main budget and scope be combined into one submission to have all possible funds be accounted for and avoid any restrictions?" Mr. Hoffman do you want to get us started on this one?

John Hoffman:

I don't see that the 2016 funding, the supplemental funding in addition to the carryover, that would be kind of a -- I don't really see that happening because we allow our grantees that additional 90 days past the budget period which would be March 31, April, May, June until the end of the June to figure out exactly how much funding the Special Diabetes Program has remaining in their specific -- within their program, so combining -- it sounds like an estimated carryover funding and so forth.

I would not advise us doing that because what we want to do at DGM is issue the 2016 funding based solely on that FY 2015 amount. And also secondary question, combine the carryover supplemental and main budget. That would be fine to expand on the 2015, I guess, goals and objectives into 2016. But as I just stated, we need to see into Division of Grants Management the final and unobligated balance. So in order to do that, we would need to issue the 2016 funding first and not together with the 2015 unobligated funds. We would have to do the 2016 first and then come back and award the 2015 unobligated funding, authorized and approved. Bob, am I stating that correctly?

Robert Tarwater:

Yeah, John. This is Robert. I want to echo that for the purposes of really kind of a continuity in our process and what it is we are looking at and considering. I would ask our folks out there to limit the revised budgets to the awarded amount that's already been approved. If there is a secondary consideration to go beyond that or do something differently, I would ask that we try to maintain that separately.

Melanie Knight:

Great, thank you. I'm going go ahead and we're going to move on to part two, which is just going over the grant requirements. So, we're going to go through this pretty quickly, so we can have a little bit more time for questions. So, we're going to go over the "programmatic terms and conditions" just to point out some of the resources for our grantees and mention the important contacts that we kind of mentioning earlier on as well. I also want to remind you to keep the reference. There's a reference in the notes outlined. So to the left of this presentation, in the "Helpful Documents" box, there is an

orientation notes that is helpful for you that goes over a little bit more detail what I'll be going over today. So, let's go ahead and I'm going to share my screen. Just give me a moment here.

Robert Tarwater:

Pardon me, Melanie, this is Robert.

Melanie Knight:

Yes, go ahead.

Robert Tarwater:

First of all, I'm going to ask that if everyone could please pardon me. I have another commitment that I'm running late for and I just wanted to take a moment to excuse myself, and also again to thank you all. I want to thank you all for involving me and including me. I want to thank you all for being again so very welcoming. The passing note I'll leave with the folks it would be the Division of Grants Management and in partnership with the DDTP program staff, we're definitely onboard, we're committed. In my heart of hearts, I know you'll find us to be affable and amicable, and it's really a pleasure to work with you, and I can't thank you enough for affording me your time.

Melanie Knight

Great. Thank you. All right, let me go ahead and jump in to it. So this is the Division of Diabetes homepage, which you can access anytime in your browser by just opening your browser and typing in www.diabetes.ihs.gov and that will take you to our home page. I do recommend you bookmark this page. We do update this page often with information related to your grant and as well as other helpful information.

Due to the time, I'm just going to focus on the terms and conditions. So, towards the middle of the webpage, we have a column called the "SDPI Spotlight". I'm going to click in to the "SDPI Hub". You can either use the link above or click the picture with the boxes, and that will take you to our hub, which we would like to consider as a center place or a hub, if you will that has all the information you need for you grant in one central location.

So, I do encourage you to look through that orientation handout that has an outlined overview of all the contents that's on this page. For today's purposes though, I'm going to click under "SDPI Basics". "What is required for this grant?" And this is a great page to look at, especially if you are new. We also have another page that's specific to new program coordinators, some wonderful tips for them.

I'm going to go here to this link, under "What is required for this grant?" And I'm going to click on the "Programmatic Terms and Conditions." Now, if you're a Cycle 1 or 2 previous grantee, you have already received these terms and conditions in your Notice of Award. For those who were previous 3 or 4, you have not received this yet but you get the opportunity to look at them now, and they're available on the website.

Again, these are just the programmatic terms and conditions. There are additional terms and conditions provided on the Notice of Award. Once you receive it or if you already have it, I do encourage you all to read through your entire Notice of Award, including those terms and conditions that are attached. I will go ahead and go through these programmatic ones though. We start with what I call the "Legal jargon of the Notice of Award". Mainly specifying that once you draw down on the funds, you agree to the terms and conditions of the grant, including these terms and conditions which I'll go through right now.

So these programmatic terms and conditions come from the Division of Diabetes. These were also taken from your funding opportunity announcements. So, if you look at your FOA in the "Cooperative Agreement" section, that's pretty much where this information came from. So these, "Grantee cooperative agreement, award activities, all awardees or grantees will need to meet the following requirements." The first one is regarding the activities and services. "Grantees must provide activities and services that meet the purpose of the funding opportunity announcement which is to provide diabetes treatment and/or prevention services and activities, services for Alaska-Native American Indian communities. Going to make sure that they're targeted at reducing risk factors for diabetes or related conditions, address diabetes related issues as identified in your needs assessment and you also want to implement a selected Best Practice and its Required Key Measure or RKM. And you want to utilize your funds as outlined in your budget narrative as well as your project narrative and your application."

The second item is the Best Practice. "The Best Practices were updated for FY 2016 and include the latest scientific findings and recommendations. Grantees must select one Best Practice and implement activities and services that are aimed to improve the RKM or Required Key Measure of their selected Best Practice." And then they will report on that Required Key Measure using the SOS or SDPI outcome system.

So, as we mentioned there is an upcoming training for this SOS, in early February. But the SOS is going to be a web based system that you will be entering in your required key measure for and pulling results from. We want to make sure that at least one person to your program has access to this SOS system.

Item four is on the diabetes care outcomes Audit or the diabetes Audit. "Grantees are required to participate in the annual diabetes Audit." That is coming out soon. They must review results and submit a copy of the annual diabetes Audit report with their continuation application. If you do not have direct access to that Audit, you can get a copy from your local facility or your area diabetes consultant.

The next item is on collaboration. So this is who you're going to work with your grant and you've already been asking questions to two of the big entities, the first is the Division of Diabetes. We manage the programmatic aspect of your grant, including the content of the report, the Best Practices, the project narrative of your application and the website that I previewed with you.

There is also your Area Diabetes Consultant or ADC. They are located in your IHS area and provide programmatic and clinical assistance with your grant. They also work very closely with your grant. So if you have very specific questions, they're a good point of contact for you. There's also the Division of Grants Management, and they have been answering a lot of our questions today. They also have your Grants Management Specialist or GMS. Their focus is the business aspect and grant policy aspect of the grant, in terms of the applications, a lot of the formalities, the standard forms or SF documents, any questions on grant policy budget, and then they also manage the GrantSolutions system. So if you have any questions in those areas, you want to contact your Grants Management Specialist.

So by drawing down on the funds, you agree to work with us, respond properly to request for information, attend required meetings and trainings. All of you that are on this training, congratulations, you're already on your first required training. Provide short presentations on your processes and success as requested, and then keeping us informed of emerging issues, developments and challenges.

One question I saw was somebody saying that contacts may have changed since they submitted an application. So that is something again you want to make sure you're keeping us all up-to-date on. In that case, you want to make sure to first and foremost contact your Grants Management Specialist so that they have the latest contact information for you.

Next is the program coordinator. “Grantees must have an officially approved program coordinator.” So, here’s what I was talking about earlier, the program coordinator must be approved by the IHS project officer who is also your Area Diabetes Consultant. The qualifications are a little -- they’re out there but just kind of going through them, just a relevant health or wellness education and/or experience and experience with grant program management, including skills and program coordination, budgeting reporting and supervision of staff, as well as a working knowledge of diabetes. We also want to make sure that the program coordinator is one of those primary emails so that we can contact them for any updates, and that they’re keeping their staff updated on any request made by Division of Diabetes, their GMS, et cetera.

There are some basic hardware-software requirements. I’m not going to read through them all, but the main idea is that you have a reliable computer that have good internet access, and there are some additional features. If you’re using your computer to get on this training, that’s a great start. Another feature is just kind of making sure you have some of the basic Office functions and being able to use Adobe, and we do provide some links to make sure that you have the latest versions of the software available.

Next, is the semi-annual progress report that will be due towards, and I’m not going to say the middle because I know that we kind of have staggered timelines for Cycles 1, 2 and 3 and 4, but that will be due sometime in FY 2016, and we will have that information available on the website. There’s also the annual progress report due per policy it’s 90 days after your budget period end date. As mentioned, there are some required trainings. We do have that training tracking tool that’s available and that helpful documents box. So, if you want to check that out, that gives you an idea of what the training plan is going to look like throughout the fiscal year.

Then lastly, there is information for those who have sub-grantees. This is just kind of reiterating that relationship the primary has with the sub-grantees. Again, I’m not going read through that in the interest of time but just wanted to point that out as well. So, if you have any questions on the programmatic terms and conditions, there is a link that takes you to our Area Diabetes Consultant. We do have a directory available on our website. And then there is some additional information on financial items. Again, though, if you have any questions on the information here, you want to contact your Grants Management Specialist.

So with that, I’m just taking us back to the page to show where I got it from. So again, if you’re in the hub, look for SDPI basics. And then, the very first item which is, “What is required for this grant?” And there, you can see the “Programmatic Terms and Conditions.” We do have a summary of that as well below and the requirements listed below that as well.

With that, I’m going go ahead and take us back to our main screen and we can continue answering any questions until the end of today’s session. Dr. Bullock, do you want me to continue where we left on questions?

Dr. Ann Bullock:

Sure. Thank you, Melanie, for going through those programmatic terms and conditions. As she said, this is the same for everybody, the programmatic terms and conditions. But as she said, please check your particular NoA that you already have or will soon have for particular terms and conditions for your grant. Some that may come from DGM, but for everyone, what Melanie just said is true from a programmatic standpoint. So, thank you Melanie for reviewing that for us. And yes, thank you to our grants colleagues who are able to still be with us. So, please return to the questions. We know there are some big changes. So we want to make sure people are getting their questions answered as best we can. Thanks, Melanie.

Melanie Knight:

Thank you. With that, we'll go ahead and continue with the questions. The next one is from Amber Billings. They're Cycle 4. "We have already submitted our revised budget and scope of work. Can we email a request for pre-award authority or is there a different process through Grant Solutions?"

Mr. Hoffman, can you get it started on that question?

John Hoffman:

Sure. I would go ahead and reach out to your specialist and send your specialist an email, requesting that you would like to have that pre-award verbiage put on your Notice of Award. I would reach out to your grants management specialist via email.

Melanie Knight:

All right. Thank you. Next question is from Kathy. "For shoes, would it be covered if they were diabetic shoes?" Mr. Hoffman, can you answer that one?

John Hoffman:

That would maybe allowable. That just depends on your goals and objectives of your program. As Dr. Bullock has stated in the past, the specific diabetic shoes are allowable as other costs as long as they're detailed out, but be sure to detail those costs out and be specific.

Dr. Ann Bullock:

This is Ann. Just to add, being specific needs to be clear about -- a lot of different things are meant by the term diabetic shoes, sometimes we mean some exercise shoes that have been -- like the N7 shoes that have been adapted or intended for American Indian/ Alaskan Native people in particular. Some people mean some of the issue inserts that are sort of generic. Others can mean shoes that are medically indicated and prescribed and created by an orthotist or similar person. So the term diabetic shoes have a lot of meanings to us all. So, as Mr. Hoffman said, if you wish to pursue this, a lot of these costs may be allowable, but make sure that you're checking with a GMS and being very particular about what it is your meaning by diabetic shoes.

Melanie Knight:

All right. Thank you. Next question is from -- I'm sorry, if I say your name wrong, Eloisa Lucero. "What happens when the person who is listed on the application as the contact person is no longer employed with the Tribe, and what can we do to make changes on the contact person?" I'll go ahead and get us started -- Mr. Hoffman, just let me know if there's anything I miss. Overall, you want to contact -- I call it the triad or the Division of Diabetes, your Grants Management Specialist, and your ADC to let us know, so we can update our records accordingly. Especially, in this time period where you're waiting for your, I believe you're a Cycle 3 or 4, you're waiting for NoA to come out, it's important that you get a hold of your GMS and let them know the contact update as well. Did you have anything else to add to that, Mr. Hoffman?

John Hoffman:

No, Melanie, that's absolutely correct.

Melanie Knight:

All right, thank you. Next question is from Rainier. "Please comment on the report filing period, will the final report still be required so many days after March 31, 2016."

John Hoffman:

I can speak in regards to the federal report because there are two reports that are required. I think Melanie covered it earlier, the program progress report. The Federal Financial Report I'll speak in regards to is due 90 days after the budget period end date. So with Cycles 3 and 4 ending March 31, the FFR, the SF-425 Federal Financial Report will be due June 30, 2016 for FY 2015. For the Cycle 1 and 2 grantees that ended the budget period, ended 12/31/2015, those are going to be due March 31, 2016. So, it's a 90 day window there after the budget period end date for the Federal Financial Report, SF-425.

Melanie Knight:

All right. Thank you, Mr. Hoffman. I notice that your dates are little off from what I said earlier for the progress report. I'll check my dates internally and see if I can update them so they are more in line with the Federal Financial Report.

Next question is from Connie Brushbreaker-Rosebud. "The new SOS is coming out, is this user-friendly for Tribal programs, or is this is connected to the RPMS? Is this mandatory? Can we continue with the database many of our area grantees have been using?" Dr. Bullock, did you want to go ahead and answer that one?

Dr. Ann Bullock:

We will just briefly, thanks, Melanie. As we're saying, there was going to be a whole Webinar devoted just to the SOS and data collection for the Required Key Measures and Best Practices coming up on February 10th. As you can see on this screen now, it's the top one on this list. It'll be from 2:00 to 4:00 p.m. eastern time on Wednesday, February 10th. We're calling it a required training because we really want you all on that. It will answer all of the issues that you all might be thinking about right now about the SOS.

So rather than get into all of that right now, let me just say that first of all, you do not have to be connected to RPMS in order to use the SOS. That is one way of submitting data. It is not the only way. We definitely have several other possible choices for how to do that. So, you do not have to connect to RPMS. It will be mandatory to use it one way or another, but as you'll see it's not going to be complicated in terms of the use of the system.

The database, many of the grantees may be using -- I don't know what that means. They may be fine for keeping track of data within your own program, but everyone will have to use the SOS in one of the ways that best suits your program.

This will all be reviewed on February 10th. So rather than spend more time on that now, I'm just really encouraging you all to attend that webinar on the SOS, thanks.

Melanie Knight:

Great, thank you! And I'm going to go ahead and point out those upcoming trainings but they were there. Dr. Bullock pointed those out as well, but I also want to point out that we also have some more Q&A's coming up because we know -- you know, all these changes or transitions are occurring so we want to be as available as possible to answer any questions you may have.

We also want to make the evaluation link available to you. We do request your feedback, and if you would like a certificate of completion you will need to -- that will be available for you at the end of the evaluation. So, if you cannot stay on any longer, Dr. Bullock, are we going to answer a few more questions even though we're past the end time?

Dr. Ann Bullock:

Absolutely! It looks like we only have a few more to go. There might be a few more to come in beyond that, but as long as our DGM colleagues are able to stay on a little bit longer, we want to make sure we address all the questions that we possibly can, so yes. Please, Melanie, let's see if we can get through the rest of them.

Melanie Knight:

Okay, great! Thank you. So for those that do have to leave, please, if you get a chance to take the survey, we will provide that in an email as well.

Kelli Begay:

Right, we'll provide the link to the evaluations and an email to those who have put their email address in the box.

Melanie Knight:

Yeah, so make sure to sign in especially if you are running low on time.

All right, let's continue with questions. The next one is from Arlyn Pittler. "A GMS told us through our grantee, we're a sub-grantee, that we have to spend our carryover by March 31, 2016. They're so confused. We weren't planning on spending all that by that date."

I'm going to throw that one up. Does anyone have a response or do we need more information on this?

John Hoffman:

This is John Hoffman. I'm assuming that if the grantee is a Cycle 3 grantee that their budget period ends 03-31, the carryover funding or unobligated funding does have to be spent entirely within its budget period.

If you cannot complete the goals and objectives and expend all the funding, that is fine. Once the budget period end date comes, for instance if it's March 31, 2016, then you would figure out your unobligated funding for that SDPI program, and if it's over the 25%, you're more than welcome to submit a carryover request based upon that unobligated funding that's identified in your federal financial report. So no, it does not have to be all expended before the budget period end date.

Melanie Knight:

Great, thank you! Next question is from Katie Sample from Detroit. "How long do we have to use FY 2015 carryover funds? We are Cycle 1 and have less than 25% FY 2015 carryover. We received our FY 16 NoA to start January 1st. Do we need to submit for approval? We normally just have to say carryover in the notes of our Federal Financial Report." Mr. Hoffman, can you answer this one?

John Hoffman:

Yes. That's correct. The unobligated balance -- the IHS Unobligated Balance Policy states that if the unobligated balance is below 25% of your annual award amount, then prior approval is not required. However, within your Federal Financial Report, under the remarks section, you want to state that you're utilizing those unobligated funds within that current budget period.

Now, if that unobligated balance is over the 25% threshold then prior approval is required and you would need to submit the carryover request. And how long do you have? You can use that throughout the -- if you do not need prior approval when it's stated on your Federal Financial Report, you can use those unobligated funds through that next budget period. And if it is over 25% and you submit your carryover request and we approve it, the approved unobligated balance or approved carryover request would be valid there in that budget period which would be the FY 2016.

Melanie Knight:

Okay, thank you. Next question is from Kathleen Tomberlin. "Will all grantees always receive the supplemental funding each year?" Dr. Bullock, can you answer that one?

Dr. Ann Bullock:

So, assuming what Ms. Tomberlin is referring to is these additional dollars that came through the funding formulas, so they are over and above which you all applied for that came through the funding formula. So, if that's what you're referring to, the answer is that for the vast majority, there are a couple of you who have some exceptions to this, but you should know who you are.

For the vast majority of you, the answer to this questions is, yes, this will be the same for each of the five years of these FOA cycle, so starting with 2016 through 2020. So, that assumes of course that Congress continues to fund us, so we have funding for 2016 and 2017 as I think you all know.

We certainly hope they will continue to fund SDPI for at least the next three years and beyond that to complete this funding cycle and beyond. But assuming that that is the case, then the vast majority, not every one of you, but the vast majority of you, and if you are an exception, you should already know that. The vast majority of you, yes, you will receive the same amount each of these years unless, again, you have one of those exceptions, which is pretty uncommon for most of you.

Melanie Knight:

Great, thank you. Our next question is from Perline Thompson. "Can the funds be used to help contract the specialist doctors to cut toenails and foot checks monthly?" Dr. Bullock, you want to answer that one or get us started on that?

Dr. Ann Bullock:

Sure, I'll get it started. As our GMS folks are good to say, always to remind us that it has to be consistent with the goals and objectives that have been approved for the grant. But assuming that is the case, in general, the answer to this question is yes, those are definitely the kinds of services that our patients with diabetes can benefit from, and if you can't provide them yourself, then finding someone that you can bring in to provide those services is in general, definitely consistent with what SDPI is here to do.

So as always, check with your GMS. Make sure that this is true for your particular situation and the goals and objectives for you grant. But in general, the answer is, yes. These are definitely the kinds of things that patients with diabetes need and that SDPI dollars can be used for.

Melanie Knight:

Great, thank you. That's our last question, Dr. Bullock.

Dr. Ann Bullock:

There was another question that was in about -- related to the length of time for the 25% carryover. It's a long question. I think in the chat, it was suggested that that person get a hold of their GMS. But one aspect of the question had to do with because we have a shorter budget period for 2016, for Cycle 4 in particular, but also 3, would that change the threshold amount for how much you would have over 25%? It's more likely because of the shorter budget period, does that change the amount that the threshold for asking for carryover request to be approved.

And the short answer to that question is no, it doesn't change that. It's still a 25% issue, but as you've been hearing and as Mr. Hoffman said a few minutes ago, those requests just need to go to the GMS and are usually able to be approved if they're consistent with the grant purpose. So the fact that it is a shorter budget period for 2016, we understand will have its effects for a number of you in terms of a shorter time to expend these funds. Therefore, more funds are more likely to become unobligated balances going into 2017. And it is more likely that they will be larger balances because of that.

We understand all of that. Just work with your GMS on requests for how to use that carryover into 2017, in addition to any carryover you may have from previous years. Other than that, I would suggest that often, you check with your GMS on any particulars about this question beyond what we've just said. So, that sounds good.

Is there anything else coming in? It looks like one just came in, Melanie.

Melanie Knight:

Yeah. From Rudy, "Can we revamp the entire budget total funding amount so long as it meets our program objectives Best Practice requirements?" Mr. Hoffman, can you answer that one?

John Hoffman:

I am going to have to -- We're going to have to stay with what was approved in the original application that was reviewed and scored by the Objective Review Committee. So, to revamp the entire budget, I mean, that sounds a little more than add an additional -- I guess additional justification to the additional funds. I would really have -- you know, you're going to have to work with your specialist to take a look at that.

As long as the program is sticking with the goals and objectives that were approved by the ORC-Objective Review Committee and not changing any portion of that, that may be allowable. However, I cannot -- you know, I can't tell just by -- it sounds like an entire revamp of the entire budget, I don't know.

My advice would be to reach out to your specialist and go over it along with the Area Diabetes Consultant to ensure that that originally approved application is still intact.

Dr. Ann Bullock:

That's an excellent point, Mr. Hoffman. Most of the funds everybody is getting, you've already made your proposal, those of you on the call, successfully got through that process and had those budgets and activity proposals approved. So, while you have additional dollars to tell us about how you want to

use them and get that approved, that doesn't change as he said, what you've already gone through objective review for, which was what was in your application.

So, for the most part, those applications should stay pretty much intact, although you can expand upon or add to things that you mentioned in your application and that was approved. So, your point is well taken, Mr. Hoffman that we can't go and change everything about the base application, what was approved and went through objective review. I hope that's clear for everyone.

Melanie Knight:

Great. Dr. Bullock, we just had another question pop up. "Could we add additional staff or change job description if it's in line with EBP?"

Dr. Ann Bullock:

And we're asking what that person means by EBP.

Melanie Knight:

Right.

Dr. Ann Bullock:

And they're typing it. Well, while we're getting that -- oh, the Best Practices, okay.

So the question is, can they use the additional, I guess, funds for more staff or change job descriptions if it's in line with their Best Practice and what the activities they proposed.

As Mr. Hoffman just said, it would depend really to the extent to which it changes what you've already applied and then approved to do. But adding staff, as you've heard him say clearly is acceptable. Whether changing a job description is something that's allowable, that's something you might want to talk about with your GMS if it changes some other part of the scope. So it depends on how much of a change on the job description and how much it changes what you've already applied for.

We may have a couple of others coming back in here but we're going to start winding down here. While we get one or two more questions, perhaps as people think of them here right at the end, please do fill out this -- it's an evaluation of today's webinar. It's also a chance for us to learn a little bit more about you guys and what you'd like us to talk with you about on SDPI trainings this year. So, we appreciate hearing how we can make things better and how we can get more information out to you so you can serve your communities the very best you can with your SDPI dollars.

As I said at the beginning, I'm so appreciative of our partnership with our DGM colleagues and I appreciate Mr. Tarwater being on for almost all of this webinar and then for Mr. Hoffman continuing with us here right to the end. Looks like Pallop has been with us as well.

Anyway, hopefully, this information has been helpful. You guys have been great for hanging in there with the changes that have kind of had to develop based on some realities that have crept into our systems in the last couple of months, but we want to be there to provide all the information we can.

So, one more question. Someone emailed their GMS and ADC and received no reply, asking for another person. Things have been really, really busy. If you haven't received back an answer from your GMS and/or ADC, ping them again. I know that all of our ADCs and all of our GMS's are trying very hard to get answers back to you all as soon as they can. Make sure of course you have the right email address and phone number so that you are getting a hold of them in ways that they can hear or

see. But thank you for your patience with that because as you can imagine, with all of these grants, they're pretty busy folks these days so we appreciate your patience and understanding.

So, someone is saying, "Do we have to take indirect out of the portion of additional funds?" For indirect costs, rather than trying to get into that now, let's leave that for you to talk about with your GMS.

So our next webinar will be February 10th. As we've said many times, we're saying it one more time to make sure you all will be with us to hear all about the SOS and submission of data for Required Key Measure. As we're finishing up, Mr. Hoffman, any last words of wisdom for all of us?

John Hoffman:

No, I think you folks are pretty much covered. I appreciate you folks asking us to be part of this presentation. And grantees, just know that we are working for you guys. And as Dr. Bullock said, if we don't get to you right away, we will get to you, so please, be patient with us and if you have any questions, don't hesitate. Just reach out and contact us. We'll get back with you.

Dr. Ann Bullock:

Thank you, Mr. Hoffman. Thank you so much for your time here and for all of DGM's wonderful partnership and efforts. Thanks to everyone on this call for joining. Thank you grantees for all that you're doing for your communities and for our American Indian/Alaskan Native people and we'll talk to you again on February 10th. Thanks, everyone!