



Indian Health Service

# Division of Diabetes Treatment and Prevention

## **DP-HH Closeout Webinar**

**August 16, 2016**

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Kerry Houlihan:

Hello again, everyone! This is Kerry Houlihan with the Division of Diabetes. If you haven't done so already, please go ahead and sign in with your program name underneath the slideshow presentation.

Just a few housekeeping items before we get started today. Everyone is currently in listen-only mode. You can listen through your computer speakers today, or you can call in and listen through your phone to the presentation.

If you're hearing an echo throughout the presentation, go ahead and try hanging up your phone or turning down your computer speakers. There's a chat box set up on the left-hand side of your screen. You can go ahead and enter your questions there. We'll collect them and answer them in the order that they're received. Above the chat box, there's a slideshow presentation already currently loaded. You can download that slideshow presentation.

The actual recording of this webinar won't be available for about a week from today, and it will be available on the Division of Diabetes website.

Today, we have three presenters for the closeout webinar. The primary presenter will be Carmen Hardin, the Deputy Director of IHS Division of Diabetes, and we also have John Hoffman and Pallop Chareonvootitam with the Division of Grants Management to answer your grants and technical questions.

Also helping on in the webinar today is Natalie Ceis with the Hill Group and Melanie Knight with the Division of Diabetes.

So, Carmen, I'm going to go ahead and hand it off to you.



Carmen Hardin:

I'm the Deputy Director -- okay, I'm not sure if you heard what I just said, but I'll go ahead and repeat it. I wasn't sure if the microphone was on or off.

My name is, in fact, Carmen Hardin. I am the Deputy Director for the Division of Diabetes, but I'm also functioning as a project officer for the DP-HH program.

As Kerry said, I will walk you through the presentation today. But before I do, I want to thank everybody for coming. I know that everybody has busy schedules and a lot of work to do, but this is an important webinar. There is a lot of content. The slides are packed with technical information but as you can see, the slide presentation is posted for your viewing. And as Kerry has told us, it will be -- the recording of it will be on the website in about a week and the slides will be available as well, so you'll have that for reference if needed.

For the presentation, I just want to give you a little bit of an overview of how we're going to proceed through so that you have an idea of the topics and the discussion Areas.

We are going to start by giving you some options moving forward; talk about what is next, what will be available at the end of the funding period for the DP-HH grant. We're going to talk a little bit about no-cost extensions, what's required, who is eligible, and how that process is carried out. And then we're going to talk about closeout requirements. If you choose not to extend your grant, you can close out your grant if you follow these steps that we give you and also consult your Grants Management specialist.

We will have a period of time where we will allow questions. Again, that question box is there. Type in all the questions that you have and we will do our best, my best, as well as the grants experts that are online with me, Pallop and John, to address those questions. And lastly, we're going to give you a timeline schedule of some important dates to remember and to refer to moving forward.

Before I actually get into the content of the presentation, I just want to acknowledge that Jenn Russell is on the line with us. As we all know, Jenn has been so instrumental in supporting the DP-HH grantees. She is now functioning as the acting associate director for the University of Colorado Coordinating Center. I also would like to recognize Kerry Houlihan who has facilitated or opened up the presentation for us. Kerry is our program assistant for DP-HH. I'm sure that you've seen numerous emails come from her and she's been instrumental as well in supporting the grants moving forward.

With that said, before I get into the actual technical components of the presentation, I would like to acknowledge all of you for the great work that you've done over the years. I'd like to begin by saying thank you to each of you on this webinar and to acknowledge you for the great work you've all done for your program. All of the DP-HH grantees have done a remarkable job on what you accomplished and funded to do.

You accomplished demonstrating that intensive programs focusing on diabetes prevention and cardiovascular risk reduction in patients with diabetes can be implemented successfully in AI/AN communities. You all deserve our gratitude and respect for all that you and your teams have accomplished since fiscal year 2004, and that's a long period of time. All of the lessons learned from the Diabetes Prevention and Healthy Heart Grant Programs can now be applied to other communities and programs to address diabetes prevention and cardio risk reduction. And that's because of all of you.

As you may know, the community-directed grantees are providing or planning to provide these same activities with their programs and will soon have the DP-HH toolkits available online to help them do this work.

The toolkits have definitely been a work in progress. I know that you're all eagerly awaiting their arrival. I can assure you that we are working diligently to get them finalized and ready for viewing by all of you. I wish we could give you an exact date. It will be very soon, we promise. We're looking to aim for the end of the fiscal year to present them all to you. So thank you and I'm going to go ahead and move on.

Kerry, my slides won't advance. Can you assist? There we go. Thank you. Okay, so some of the options moving forward, as each of you approach the end of your funding cycle or the final funding cycle of your grant, there will be some options for you, specifically two options. You may elect to exercise option one or option two. Option one is that your program will request or may request up to a 12-month no-cost extension or you may elect to end your program on September 29, 2016.

If you opt to request a 12-month no-cost extension, you will be required to continue activities necessary to meet the goals and objectives of the grant set forth in the original NoA. And you will have a three-month grant closeout period at the end of your no-cost extension.

Now, option number two, if you choose to elect to do this, it would be to actually close out your grant on September 29th. The closeout process will begin after receiving all the final reports. They're due 90 days after the project period end date. And all unobligated balances or unspent funds will be returned to IHS or will be expected to be returned to IHS.

Now, I know that a majority of you are going to opt for the no-cost extension request, and if you are granted that approval, we will walk you through that process. We will speak to both of these options. However, like I said, most of you will be opting for the no-cost extension, but if you choose to close out your grant, we will address those, and we're going to talk about both of these separately starting with the no-cost extension.

I'm not sure why my slides aren't advancing. It is the arrow, is that correct? Someone help me here, Kerry?

Okay, so what is the definition of a no-cost extension? This is kind of an important slide, although it's rather simple written there. A no-cost extension provides a one-time extension of the previously approved grant cycle without additional funding for up to 12 months. I want to stress here that this is an extension. This is not a carryover request for funds or carryover request of funds. A carryover request is a totally separate entity, a totally separate request that is placed into Grant Solutions. This is to extend the time. Carryover request is to extend the funds, so very different entities. Just know that moving forward.

Okay, eligibility. To be eligible for a no-cost extension, one would need additional time beyond the expiration date of the grant. It would be required to ensure adequate completion of the approved project or the extension is necessary to complete an orderly phase-out of a project that is not going to receive additional funding. So you need more time to carry out the activities that you committed to do within the funding announcement.

There will be no change in the originally approved scope of work or objectives during the extension. And the grant cycle can be extended past the last day of the project period for up to 12 months. That doesn't have to be a 12-month extension. It can be less. It can be one month. It can be three months. It can be 12 months. Whatever you choose is your decision as long as you specify in the request how long you would like that extension for.

So how do you request a no cost extension? There is a process. The process does go through your Grants Management specialist, but I'm going to walk you through the details. And like I said, this is kind of a technical process. I'll go through it and make it as simple as I can, and then we'll have the Grants Management specialist. John and Pallop, at any point in time, if you feel that you need to either

clarify what I say, add onto what I say, or provide additional information, please feel free to interrupt any time. You all are the experts.

To request a no-cost extension, the request must be submitted to the Division of Grants Management 30 days prior to the end of the current period of performance. Therefore, the request should be submitted on or before August 29, and that's right around the corner. I know that this doesn't give you much time to submit your request, but at least you have some guidance before the actual request is due.

The request should be in a form of a letter. It should be written on a letterhead and signed and dated by the project officer or the AOR and co-signed by the business official. Now, the business official is the individual that oversees and manages the grants organization financial information, disburses the IH grant funds, and/or maintains the general accounting ledger and account balances. And the business officials can include the three roles that are listed on the slide there.

Now more information about the actual letter that you submit to the Division of Grants Management; the components of the letter should include a detailed reason why you want to extend. Why is it needed? What needs to be done that hasn't been completed in your grant process that you need extra time to do? Just strictly documenting the use of unobligated funds is not a valid justification according to DGM policy.

You really need to specify the length of time the no-cost extension will be needed, and it's very important that you provide exact dates, month, day, and year, obviously year but month and day in the letter, and a detailed description of what will be accomplished during the no-cost extension period.

Now, here is a sample of a no-cost extension request letter. This is just an example. This is not carved in stone as to how you do it. I'm not going to read it to you, but I will point some things out that are critical to have incorporated into the letter.

As you can see in the first sentence, they're requesting a four-month no-cost extension. And in the third sentence, you can see they actually specified the start date and the end date of the extension. And then lastly, they are talking about using unobligated funds here. But please understand requesting a carryover request into the extended period of the grant is a separate process. It is a separate process with separate steps and a separate approval that you need to receive.

Now, the no-cost extension does have to go through Grant Solutions. It's a rather simple process, but here are the actual steps to do it. Obviously, you're going to log in, you're going to find your grant, and you're going to click "Manage Amendments". This is going to be an amendment to your original grant. Click "New", select "No Cost Extension", type six, and click the "Create Amendment" button.

You're going to upload your no-cost extension request letter into the enclosure provided on the amendment application control checklist. When you're finished, you're going to click "Verify Submission" to submit. And to complete the process, be sure to click "Finalize Submission" or it will not be registered within Grant Solutions.

Kerry, if you could allow John and Pallop to speak during the presentation, that would be helpful. I don't know if their phones are muted. Just in case they have anything to add during the presentation, I want them to be able to provide the input as we go along. Thank you so much.

Pallop Chareonvootitam:

Hi, this is Pallop.

Carmen Hardin:

Hi, Pallop! Welcome! Thank you for joining. You have something to add?

Pallop Chareonvootitam:

Everything should be fine according to the guidance that is shown on this slide right now. I mean if a grantee clicks on the "Verify Submission" to submit, there are a few steps for that grantee to complete the steps until the letter is uploaded into the system completely. I mean just follow the steps until everything is finished.

But I wanted to add one thing. Once you upload your letter to request a no-cost extension, could you please send an email to me or to John to make sure that -- whoever your grant specialist is -- you just send me or John a copy, Carmen. Kerry, is that okay? You just submit the no-cost extension letter so that we can monitor and see -- and then we'll checkup if everything is correct. Then we are going to accept the letters so that Carmen, she can see the application that we accept it.

Carmen Hardin:

Excellent. Thank you so much, Pallop. We will definitely be sure to have them do that. All of you, I'm sure, at this point know this, but Pallop is your DP Grants Management specialist, John Hoffman is your HH Grants Management specialist. So if you are submitting a no-cost extension for HH, please submit to John and vice versa. For DP, please submit to Pallop. And like Pallop said, it is always helpful to include myself, Carmen Hardin, as well as Kerry Houlihan so that we're able to track the submission and troubleshoot any issues that you have or come up with. Thank you, Pallop.

Pallop Chareonvootitam:

No problem.

Carmen Hardin:

Okay. After you've submitted this no-cost extension, what happens now? What happens now is the Grants Management specialist will issue a new amendment award action to extend the project budget period end date. The report due date 12/29/16 will still remain the same, not the final report though. All final reports will have a new due date 90 days after the no-cost extension end date is approved.

Now, with the final report, I'm going to speak more about them as we move on in the presentation specifically with the closeout phase but also with this. I definitely encourage you to work with your Grants Management specialist because they have strict guidelines as to when those are due and when they should be submitted.

John or Pallop, do you have anything to add to this slide knowing that this is kind of your -- you guys' Area, the post approval process?

Pallop Chareonvootitam:

For the closeout, right now, we had to have more information about that. Basically, we need all final reports. The final report, such as the final federal financial report, that should be cumulative. And the second one is final performance report or the final progress report, and the third one is the equipment report. I mean, I think, you all include in the next slides in there.

Carmen Hardin:

Yeah. Pallop, I think that that's going to be covered when we talk about option number two for the grantees which is the closeout phase. This is strictly for the no-cost extension. Don't get me wrong, though. All of the grantees that are approved for no-cost extension will then have to eventually close out, so it's all related. But currently, we want to focus more on what's required for a no-cost extension and what is the behind the scene stuff goes on after the approval is provided.

John Hoffman:

Yes, this is John Hoffman. How are you doing, Carmen?

Carmen Hardin:

Great, thank you for joining, John.

John Hoffman:

Well, you're welcome. I do have you know -- I have a -- I'm reading over the slide, if the approve note -- if the no-cost extension is approved, I'm thinking the final report, we don't need a final -- it says the final report due date remains the same. That is inaccurate because in actuality, what we're doing is taking that budget period and then extending it. So if the budget period ended 9/29/2016 and we extend it for an additional year, 9/29/2017, so that budget period is still active and we don't need to see any kind of reports because the grantees will still be within that budget period.

Carmen Hardin:

Excellent. Thank you for clarifying that, John. And like I said, the reporting process for the no-cost extension as well as the closeout is quite a complex process. That's why each of you -- I really highly encourage you work with your grants management specialists; they are the experts on this and they will guide you each step of the way. So thank you so much, John. That was helpful.

John Hoffman:

You're welcome.

Carmen Hardin:

Anything else that either of you wanted to add on this?

Pallop Chareonvootitam:

No, I don't have anything right now.

Carmen Hardin:

Okay.

John Hoffman:

Everything looks good so far, Carmen.

Carmen Hardin:

Thanks John. Okay, moving forward. So now we get to option number two, and like I said earlier, most of the grantees, the DP-HH grantees are going to extend their grant. However, there are a few that

have opted to close out their grant now and are not going to an extended period. So the closeout process I'm going to talk in detail about this but let me just remind all of you, like I said a little bit earlier, even though you're going into a no-cost or maybe going into a no-cost extension, you will eventually have to follow the guidance of this closeout process be it 12 months down the road, six months down the road, you will get a three-month closeout save no matter how long your extension is and this closeout process will apply to that three-month closeout phase. So keep in mind that this may not apply to you at the moment but it will eventually. So it's all good information.

So the closeout process is to be initiated at the end of your grant period. The end of your grant period as you probably all know at this point in time is September 29, 2016 or at the end of your no-cost extension which is kind of what I just said. All final closeout documents and reports are due to your grants management specialists via grant solution on or before December 29th and we're going to talk about each one of those reports that are due.

Instructions for uploading closeout documents are included in the closeout letter sent or were included in the closeout letter sent by your grants management specialists. Each one of you should have received a closeout letter. If you did not receive that please reach out to your grants management specialist and/or Kerry and I and we can definitely get you that. It is a packed letter with very, very helpful information, pertinent information for each of you moving forward. So please make sure that you have that letter. All the forms for the closeout process can be found on the IHS Grants Policy website which is there for you and the IHS DDTP website.

Okay, so this is where I will rely a little bit on John and Pallop to kind of talk me through this but these are the final reports that are required for the closeout process. Now the first one is a DDTP or the Division of Diabetes report. This is the final progress report. This progress report is the one that you see the template posted on our website every year and you have to kind of respond and put your information in that template. Well that template for the final report will be on our website by October 2016 so kind of look out for that.

Then the next report is the final Federal Financial Report or the FFR, it's the standard form 425. This will allow you to reconcile your FFR with the Division of Payment Management. The grantee must ensure figures on this form, match the figures in PMS. All unobligated funds or the unspent funds remaining at the end of the grant award will be sent back to IHS.

The next report is the Final Performance Progress Report or the PPR and DP-HH grantees will only be required to complete the cover page of this form. And as always, all required forms for closeout process can be found at the website and all documents should be sent to Advance Management specialist via Grant Solutions. John and Pallop do you have anything to add to this slide, any information?

Pallop Chareonvootitam:

The third item I think should be the equipment report. That includes the cover page.

Carmen Hardin:

Yeah, we're getting to the equipment report and into the presentation, Pallop. Its coming, its coming. You're one step ahead of us, thank you.

Okay, so as far as the closeout process, dealing with equipment, I know that there are -- there have been, excuse me, a number of questions that have come in about equipment. What do we do with it? So this will give you guidance and again you know I sound like a broken record when I say this but your Division of Grants Management specialist is your person for this. The equipment that you really have to

be concerned about is the items that cost \$5,000 or more. They must be accounted for and reported to IHS. Now, the reporting process, here comes that form, Pallop, is to complete form SF-428. It's the disposition request report and SF-428-S which is the supplemental form. Again found on the division -- the IHS Grant Policy website is provided here in the presentation. Even if there is no requested -- if there's no equipment that needs to be reported, you still have to fill out the SF-428-C and just indicate that there was no equipment purchase that requires disposition.

The good thing about this is that if you have received approval, IHS approval, your programs can still use the equipment in their project as long as they need it, whether or not the project or program continues to be supported by federal funds. So the equipment that is purchased by your grant funds, if you receive proper approval from HIS, can still be used after the grant is over. The equipment maybe used in other activities supported by the IHS when no longer needed for the original program project. John or Pallop, anything to add to that? That was a packed slide!

Pallop Chareonvootitam:

I don't have anything to add on it.

Carmen Hardin:

Okay, thank you. The next slide deals with another topic that we have received questions about, is supplies. Again, you only have to account for supplies if the value is over \$5,000 or more. Unopened unused supplies that total that must be accounted for and reported. You use the same forms that we just spoke about in the previous slide and if there are no supplies that need to be reported, again you still should fill out that SF-428-C and just indicate that there are no supplies that require disposition.

So, what do you do with your records once the grant closes? Records must be retained for three years from the end of the project period end date and some of the examples of the records include financial records, supporting documents, statistical records, records related to the IHS STPI DP-HH Program. This is not a laundry list or a comprehensive list, there are other items that obviously you had generated other reports that you in records that you've generated throughout the duration of your grant. My suggestion to you is keep everything but these are some examples.

Okay, data storage and management. This was a hot topic over the last couple of months so the deadline for submitting DP-HH data to the coordinating center was July 31, 2016. Data collection after the deadline is not required but encouraged. You do not have to collect data if your program decides not to. However, if they choose to continue to collect data, there are some options for you. So for future data management, you can either elect to utilize the Coordinating Centers web based data entry system until December 31st.

In addition to that and obviously after that, the coordinating center is going to provide every single grantee an active database system. This database contains all the DP-HH data for your program and there will be an access database training webinar conducted and we'll talk about the dates a little bit later in the presentation but this webinar will give you the background to the access database, how to use it, what type of information can be collected and how to do that. So it's going to be a very, very important webinar for everybody to attend.

And then the third method is, is of your choice. Any way that you choose to collect the data is fine with us. We're not going to tell you how but any RPF other EHRs, et cetera. Whatever you choose to do is perfectly acceptable with the Division of Diabetes.

Because they talked about so many dates, this can be so confusing even in my own brain. I decided to kind of develop like a little pictorial here to kind of help everyone put things into perspective as far as what your options are. So if you are electing to exercise option one or request a no cost extension,

your budget or project period ends September 29, 2016. Your no cost extension can be on or before September 29th so you can extend a full year, 12 months or you can extend less. If you extend the full year, your end date will be September 29, 2017. Final reports should be submitted 90 days after that and the closeout process should be initiated 90 days, during that 90-day period and would end December 29, 2017. Now, if you elect to closeout your grant program now, as stated above, your project or budget period will end September 29th. Therefore, you will be given a 90-day period to complete all the forms, complete all the submissions and close out your grant. 90 days brings you to December 29, 2016 for your closeout process.

John or Pallop, do you have any information to add about this simple timeline here?

Pallop Chareonvootitam:

Oh, everything is fine.

Carmen Hardin:

Just some important reminders for each of you. You all are going through a lot of changes. A lot of changes and unfortunately staffing is changing, infrastructure is changing, people are moving on, people are staying so it's really, really important to keep the Division of Diabetes, the Division of Grants Management, Coordinating Center, everybody on the same page as far as staff changes go. It's really, really important because as we try to reach out to you, send you important correspondence or try to request various things from you, we need to be able to find the right point of contact. So any changes in your project director, program director, requires prior approval from your Grants Management specialist. This is actually a submission within Grant Solutions, it's critical that you do this just so that we can all be on the same page and keep you in the loop to our updates. However, other changes and key personnel it simply requires an email about the change to both the coordinating center and the Division of Diabetes which would be myself Carmen Hardin and Kerry Houlihan.

Now with that said, I just want to give a friendly reminder, you may know this by now, but as the staffing changes occur within the grantee program, staffing has changed within DDTP and our program as well. So, just as a friendly reminder, some of the Division of Diabetes contact, there is me, the deputy director but keep in mind I am the project officer for the DP-HH Grant. There's Kerry Houlihan who is a huge help, program assistant to the DP-HH program, and then Jenn Russell the acting associate director for the Coordinating Center. Jenn is like I said earlier is so instrumental in supporting all of you in this process and definitely is a key person to stay in touch with.

And our DGM colleagues who are helping me with this presentation and will be helping with the Q&A portion as well. John Hoffman and Pallop both are instrumental in the DP-HH grants however, John Hoffman specializes with the Healthy Heart initiatives and Pallop is more with the diabetes prevention initiatives. So there's their contact information. Make note of that because like I said they should be your right hand in this process.

Okay, I think we can move on to some questions. I think Natalie is going to read the question or is Kerry going to read the question?

Kerry Houlihan:

It would be me, this is Kerry.

Carmen Hardin:

Thanks for coming on the interview.

Kerry Houlihan:

Sure. The first question is from Terry(ph), when we attended the Annual Tribal Health Summit in Georgia, we were told that there were people who are advocating for SDPI to be reauthorized by September 2017. Can you tell us how that's going and how we will know next year if SDPI was reauthorized?

Carmen Hardin:

Wow! That's a big question. If you don't mind, if I could address that offline, if you want to put your contact information in or if we have your contact information in the sign in section, I'll be happy to contact you and talk to you about that.

Kerry Houlihan:

Thank you. The next question is from Russ. "The carryover request letter is not the same as the NCE letter correct? As director coordinator of the grant, can I sign as AOR or will I need to send it to our Area Director to be signed?"

John Hoffman:

I will answer that -- go ahead Carmen.

Carmen Hardin:

I was just going to say John, I will answer the first part of the question and then if John or Pallop can answer the second that would be awesome. That is absolutely correct. The carryover request is not the same as the no cost extension letter. That is correct, so go ahead John.

John Hoffman:

Good afternoon Russ, as a director, yes, as the director or coordinator of the grant you can sign it if you are the authorized representative for your organization. I don't know whether you are federal entity or tribe, I'm assuming you're a federal entity by asking it to go through the Area director. Whoever has signature authority for your service unit, I assume that would be sufficient without going to the Area Director. That's fine, I hope that answered your question Russ.

Kerry Houlihan:

Thank you John. The next question is from Laura. Can you clarify unspent funds remaining at the end of the grant award will be sent back to IHS?

Carmen Hardin:

John or Pallop, if you could address that that would be helpful. I know that the end of the no cost extension is 12 months and no more. What are their options at the end of that 12-months and how did they handle their funds?

Pallop Chareonvootitam:

Okay. So unspent funds that means if you have an obligated bond showing on your SF-425 and you wish not to continue to your project and you wish to close it, we are going to process, closeout this grant and the remaining funds will be deobligated back to the diabetes prevention.

Carmen Hardin:

Thank you Pallop. John, do you want to add anything more about that?

John Hoffman:

No actually that's -- the funds will be deobligated once the remaining funds within the grantees' account, the funds will be deobligated and they will -- I don't know exactly if they'll go back to IHS or treasury.

Pallop Chareonvootitam:

John, I believe that is not going back to the US treasury, that's what I guess.

John Hoffman:

Yeah, that's a good guess something we'll have to look into but will definitely be --

Carmen Hardin:

Sorry for interrupting John, John can you define deobligate for everybody. I know that that's a DGM term that sometimes isn't as easy to understand as others. So if you could define that for them that would be great.

John Hoffman:

Sure. Once the grant comes to an end, whether it's under no cost extension or not, once we close out that specific grant, say the grantee, you folks, have \$100,000, just an example, \$100,000 sitting there within your account, and you still have \$20,000 that's remaining, that's unspent that we can see and you folks verified that \$20,000 has been unspent, that is basically unobligated.

Division of Grants Management will tell the Division or Parent Management via Amended Notice of Award to deobligate that \$20,000 that knows that \$20,000 out of \$100,000 that was originally given to you, that \$20,000 will be taken out of that account and sent back to the Indian Health Service. That's the deobligation process in a nutshell.

Carmen Hardin:

Okay. Thank you, John Hoffman. I know that that is quite a confusing process for most, including myself. Thank you for clarifying.

Kerry Houlihan:

The next question is from Elizabeth. "If we request to receive a no cost extension, when do we need to complete the close out process?"

Carmen Hardin:

I can go ahead and answer this one, John and Pallop. I'll take the easy ones. I'll give the hard ones to you guys. It depends on how long your no cost extension is going to be. If your no cost extension is going to be 12 months, your close out process will be 90 days after that 12-month period. So if you're requesting a 12-month extension, your new expiration date for your grant will be September 29, 2017. And then, you have 3 months or 90 days from that date to close out your grant. I hope that makes sense.

However, if you just do a 6-month extension, then you add that 90 days at the end of the 6-month period of time. If that's not clear, let us know, but that's the process.

Kerry Houlihan:

Thank you. The next question's from Cindy. "Our program is planning on a 12-month no cost extension. If some of our providers don't want to have the patients get annuals with labs, do we still need to do that for our last year during the 12-month extension?"

Carmen Hardin:

I will go ahead and attempt to answer, and if John and Pallop can kind of step in, that would be great. The 12-month no cost extension period of time, the expectation is that you will complete the exact scope of work or golden objectives that were defined in the original funding announcement back in 2010. So you will be required to follow the same terms and agreements of that grant in the extension as you would in the original grant period. The answer to your question would be yes, you would have to do that.

Now, anything that changes from that original term and agreement list of whatnot from your original grant, if something should change, I am thinking that an amendment needs to be submitted to the Division of Grants Management to make that change. Is that correct John and Pallop?

John Hoffman:

Yes, that's correct. Any change to scope of work during this would need to be addressed and submitted for approval. Let me get back to this question. Just keep in mind grantees that your approved goals and objectives for this current budget period, or the budget periods dependent on your unobligated balances, we must remain within those approved goals and objectives. This no cost extension period of time is basically to complete those unmet goals and objectives and start spending down. If you're completing most of your goals and objectives and you've satisfied everything, then the 12-month no cost extension may not be feasible for you, folks. Maybe it's only going to take you 6 months to complete everything. So I would look at that.

You specified Cindy that it's a 12-month. It doesn't need to be a 12-month. It can be three months, six months, nine months, up to twelve months as the max.

Kerry Houlihan:

Thank you, John.

John Hoffman:

You're welcome.

Kerry Houlihan:

The next question is from Tina. "Does the \$5,000 total supplies mean all incentives, classroom tools, materials, and office supplies that total more than \$5,000 or individual supplies that are \$5,000?"

Carmen Hardin:

John or Pallop, if you could help out with that question that would be helpful.

Pallop Chareonvootitam:

It looks like this question is kind of too broad for me to answer. It can be school apply, office apply, incentive. If you refer about the \$5,000 threshold -- are you trying to refer to the equipment threshold or something? I need to have more specifics on this question.

Carmen Hardin:

According to the guidance that I was given and what I actually incorporated into the presentation, is its unopened, unused supplies that total a value of \$5,000 or more. So classroom materials and office supplies that are unused, unopened and more than \$5,000 absolutely would be applicable. Individual supplies, I think can be incorporated into that total. I'm not sure exactly what individual supplies means, but I think it's the collective total of all of the unopened, unused supplies.

John Hoffman:

Yes. That's absolutely correct, Carmen. It's the total of all the unused supplies. It can be that is greater than the \$5,000. For instance, if we have diabetic supplies out there, let's just say unused diabetes supplies that are unused and unopened and it's greater than \$5,000, I would definitely report that. I would look at it for, I guess, the diabetes supplies versus the incentives and so forth that's not a total. It would be different categories.

Kerry Houlihan:

I'm sorry to interrupt, but Tina's added some more details to her question in the chat. She's saying that they're continuing the program without the no cost extension and purchased classroom tools and incentives to do so. So they'll be given out in future classes. She's wondering do they have to fill out the form for all of those.

John Hoffman:

If that's over \$5,000, yes. But the form, it is also mandatory even if it's zero dollars. It's a form to report all unused supplies and so forth. Either way, they're still going to have to fill out the form.

Kerry Houlihan:

Okay. Thank you. The next question is from Tory. Can records be kept on a scanned electronic file or does it have to be a hard paper copy?

Carmen Hardin:

That's a good question. I am unable to answer that. John or Pallop, do you have any thoughts on that?

John Hoffman:

That would be up to your individual organization. A few folks are keeping electronic files or paper files. We don't direct the grantees to keep like a form of paper, and it's up to you on the organization.

Pallop Chareonvootitam:

Yeah.

Kerry Houlihan:

Thank you. The next question is from Christina. Where do we store our grant records?

Carmen Hardin:

I will go ahead and check -- go ahead John Hoffman. I was just going to say that I think it's up to the program where they store the grant records. I don't know that we specify an exact spot for that. Do you have more to add, John?

John Hoffman:

No, that's exactly right. That's up to the individual grantees, DGM or IHS. We cannot tell you where you can keep your records at.

Kerry Houlihan:

Okay. The next question is from Donna. Is there a definition of unused supplies, and what are the criteria that IHS uses to determine if the equipment or supplies will be approved to keep?

Carmen Hardin:

John, you're doing a great job at the unused supply thing. Do you want to answer that?

John Hoffman:

Well, I think we hit on it a little bit, Carmen. But unused supply, the definition would be just unopened and just basically unused.

Now, what are the criteria IHS uses to determine if the equipment or supplies will be approved to keep? There are no real criteria. We're not going to say -- the report that we're asking for you to declare your unused supplies or equipment that's greater than \$5,000. We don't approve and say, "Okay." We will but there are no criteria that we're going to look at to say, "You're approved to keep it." We just want you folks to declare within a close out procedures in the forms.

Kerry Houlihan:

Okay. The next question is from Haskell Indian Health Center. It is, "Will we be able to submit a carry-over request if a no cost extension is granted?"

John Hoffman:

Yes.

Carmen Hardin:

Absolutely, yes. I'm glad that you asked that question because I anticipated this question. Like I said earlier, please, please don't confuse the fact that they are definitely separate submissions. A carry over request is a request to carry over funds. It's dealing with funding where a no cost extension is just dealing with time, no funding. So they are separate requests and you can definitely submit a request for a carry over at the same time or after your no cost extension is approved.

Pallop Chareonvootitam:

I want to add one thing. If a grantee tried to submit a no cost extension, you don't need to submit the carry over request if you have an unobligated balance that is less than 25%. But if it is greater than 25%, you can submit a carryover request at the same time along with the no cost extension letter.

Carmen Hardin:

Right. Thank you so much Pallop. I didn't mention that and that's a critical, critical thing. As Pallop said, if the carry over or the unobligated balance at the end of your grant is less than 25%. You don't have to submit any request to the Division of Grants Management. The request for approval is only if the carry over request is greater than 25% of your total grant amount. Thank you, Pallop.

Kerry Houlihan:

The next question is from Robyn. If a no cost extension is granted, what staff are required to remain with DPP, the director coordinator who are required to remain for grant program extension period?

Carmen Hardin:

I will go ahead and attempt this, and John and Pallop can stop me if I say the wrong thing. But as far as the no cost extension is concerned, we'd like to have all of the staff remain. But surely, it's up to the program. We surely can't say that they can't leave if they choose to leave.

We would love for all the staff to stay to provide stability and consistency within the grant process. However, it is up to the individual and the program as to how they move forward. This is definitely something that we can't require on our end. John and Pallop, if you have any insight on that.

Pallop Chareonvootitam:

Good answer, Carmen.

Carmen Hardin:

Thank you.

Kerry Houlihan:

Thank you. The next question is from Menominee. "How soon will we officially hear if our no cost extension has been approved?"

Carmen Hardin:

John or Pallop, if you could --

John Hoffman:

We still have a 30-day window. So as soon as our grantees submit that request in Grant Solutions, the clock starts ticking and hopefully it would be within that 30-day timeframe of the submission of the request.

Pallop Chareonvootitam:

I wanted to add that Carmen set up a deadline to study a no cost extension by this of the 29. I would say that we tried our best, John and I and Carmen, the DPP Office, tried our best to complete that no cost extension that tried to make sure that your project period is extended prior to the end. We just tried our best.

Kerry Houlihan:

Thank you. The next question is from Elizabeth. How specific do we need to be in regards to our unobligated funds in the no cost extension? For example, at this point in the grant cycle, we are not completely sure how much money will be unobligated by September 29, 2016.

Carmen Hardin:

I'm sorry, John Hoffman. Let me just -- for one second.

I put up the sample of no cost request letter as well just to give you an idea of how this should be, what language you should use and the amounts, and that sort of thing as a sample. Go ahead, John.

John Hoffman:

When we're talking about the unobligated balances, remember, we are currently within a current budget period. Let's say, the current budget period is 9/30/15 through 9/29/16. Unobligated balances though are prior to this current budget period, because you're currently spending down funding that's approved and it's really not unobligated, you still have the authority to spend it. So you're looking at the unobligated balance from the prior budget periods.

Now, if you got a no cost extension, that's going to take this current budget period out 9/29/17. We'll still be in a current budget period, so it's not unobligated. Unobligated are looking at all unobligated funds from prior budget periods. To answer this question, there's really not going to be an unobligated balance from 2016. You're still going to be in the current budget period until that budget period ends. So no cost extension is going to extend this budget period out to whenever. When we talk about unobligated balance, we're talking about unapproved funding, or if you have over 25% of unobligated funds from prior budget periods, then you would need the approval.

Now the approval, let's say for instance, you folks have already submitted a carry-over request to approve this current budget period. So you have your approval for the current year funding and you're approved for unobligated funding during this current budget period. Once you ask for no cost extension, all of that approval goes with you or remains with the grantees through the budget period. So if we did a 12-month no cost extension, you already have the unobligated balance or carry over approved, your current budget approved, and you folks should be good to go to carry on.

It's a little confusing. I'll be happy to speak with you folks just one-on-one and try to explain a little better. But if you have any questions, don't hesitate to reach out and give me a call. I hope I explained it okay.

Carmen Hardin:

Thank you, John. That was good.

Kerry Houlihan:

Thank you, John. The next question is from Lois Brown. "If a no cost extension is approved through September 29, 2017, would the no cost extension budget be able to be used towards staff through December 29, 2017 for the close out reports?"

Pallop Chareonvootitam:

No. I would say no, because you have to spend funds within that project period, within that valid project period. We have the December 29, 2017. That's the 90 days, the extended period ended. That means you have three months to reconcile your financial expenses and also liquidated obligations. You have to make sure that you reconcile everything and prepare the final reports for us to close it out.

Carmen Hardin:

Pallop, this is Carmen. However, just thinking about this question a little deeper, they would utilize the staff to close out their grant for that three-month period time. Utilizing the staff, they wouldn't be able to use their unobligated balance that they carried over into their extension for that three-month period.

Pallop Chareonvootitam:

That's a good question. John, what do you think?

John Hoffman:

I'm sorry, Pallop and Carmen. I'm trying to find the question written down. I did not hear it. I was looking for it, so I'm kind of out of loop on this one.

Kerry Houlihan:

Sure. It's number 12, John, in the question feeder.

John Hoffman:

Okay. Wow! I'm sorry. I don't know if you heard that. It's storming here pretty good. So the budget period of 9/29/17 once that no cost extension request is approved, would the no cost extension be able to use towards staff?

I mean it could but usually the 9/29 -- once the project period ends everything should be basically -- the program should shut down, and all funds be accounted for after that period of time. Now, if you need folks to run the reports that would be -- you still need to -- perform that function. That would be allowable, I guess, just to help closeout this program.

Kerry Houlihan:

Thank you. Number 15 is from Lynn. "I know somebody said that they were different, but I have never completed a no cost extension request before. Is the no cost extension request the same as doing a carry-over submittal?"

John Hoffman:

No. They are two separate requests. One is a no cost extension request, requesting no cost extension. The other is a carry-over. I mentioned this earlier. Those are two different separate requests. Carmen mentioned this earlier as well and just keep that in mind. Pallop said we can combine them. Yes, you can combine them in the one request, that's if you have not requested. You know you have unobligated balances from prior budget periods and you have not requested a carry-over yet. I would definitely think about that, requesting that no cost extension for the current budget period, and you want to -- You know it will be combined with your no cost extension request for the prior budget periods if your unobligated balance is over 25%.

Pallop Chareonvootitam:

I just think -- Of course you can make an estimate, how much unobligated balance will be for the current budget period.

John Hoffman:

Pallop, they don't even have to do that because what we're doing is extending this budget period out. They're not even looking. They're looking that their authority is going to remain, say for instance they had \$100,000. That \$100,000, the authority is going to be extended, and then don't have to account for unobligated balance within this current budget period. The unobligated balance is from prior budget periods.

Pallop Chareonvootitam:

So that mean is it's the same budget period. That is going to be extended.

John Hoffman:

Right, with the no cost extension.

Pallop Chareonvootitam:

They have the authority to spend the current budget period funds to the extended time?

John Hoffman:

Right.

Kerry Houlihan:

The next question is from Darlene. "We purchased a modular unit with SDPI funds 10 years ago. Do we need to complete an SF-428-C? When we moved to a new facility, we were told it belonged to the tribe."

Carmen Hardin:

Pallop -- I will --

Pallop Chareonvootitam:

Yeah, I think, you have to report to know that equipment -- the definition of the modular unit should be equipment -- the category you have, you have to report to us. On the report, I believe that you have to specify what you had to do with this modular after the end of our project period, so you can use it for the program. For other programs that should be fine also.

Kerry Houlihan:

Okay. The next question is from Keeler. "Would you report supplies over \$5,000 if they were all in different categories such as, office supplies, diabetes supplies and centers et cetera?"

Carmen Hardin:

This is Carmen.

To my knowledge, I don't think they have a true definition exactly what supplies are. John and Pallop correct me if I'm wrong, I do believe that they would all fall within the same category as supplies, but I don't think that there is a clear definition of what supplies is. I am correct John and Pallop?

Pallop Chareonvootitam:

Yes, that's correct.

John Hoffman:

I'm sorry. I'm going to have to go ahead and get off this call. I apologize.

Now, if you folks have any questions -- Thank you for the presentation. Carmen, if any of my Healthy Heart grantees have any questions, my contact information are in the slides, so just reach out and give me a call or send an email. I'll be happy to go over this and more in-depth with you, one-on-one. Thank you.

Carmen Hardin:

Thank you so much, John, for joining the call. We appreciate your feedback and input.

John Hoffman:

Thank you.

Carmen Hardin:

Pallop are you able to stay on with us?

Pallop Chareonvootitam:

Yes.

Carmen Hardin:

Thank you.

Kerry Houlihan:

The next question is from Arlyne. "Please define how 25% is calculated?"

Pallop Chareonvootitam:

Okay. So, 25% are -- this one, the current budget -- I mean from the funding amount of the current budget periods. So that means, if you receive \$397,000 that's time 25%. That's basically what it is. You cannot combine the current year funds with the prior year approved unobligated funds. You have to use the current year funds.

Kerry Houlihan:

Thank you, Pallop. The next question is from Lynn. Is there a certain form we utilize for the no cost extension request?

Pallop Chareonvootitam:

No, just only the NCE letter.

Carmen Hardin:

I'll just add on to what Pallop had said. If there is not a form or a template, on this provost, it's just simply a letter, a letterhead with those components that we provided in the presentation that you should speak to. There is not a template or a form required to submit a no cost extension request.

Kerry Houlihan:

Thank you. The next question is from Aaron. "Clayman is a part of a consortium, and we're planning to do the no cost extension, and I was wondering how it will work if different tribes within the consortium want different length of extension. Is that possible or will we all have to agree on the length?"

Carmen Hardin:

Pallop, I can go ahead and answer this, and if I am not saying something correctly, please feel free to jump in. The primary grantee is the one that sets the length of time for the extension. You all have to agree as one for the length of time. There will not be separate lengths of time for each consortium site, the primary grantee is the one that kind of sets the period of time.

Pallop Chareonvootitam:

Right, that's correct. Yeah.

Kerry Houlihan:

Thank you. The next question is from Anna. "PowerPoint slide number 13 states, "All final reports will have a new due date 90 days after the new no cost extension date is approved". Are final reports due 90 days after the last day of the no cost extension period, or 90 days after the no cost extension approval date?"

Carmen Hardin:

Its 90 days after the last day of the no cost extension. 90 days or three months is the period of time that every single grantee will be given to close out their grant. 90 days after the end date, after the expiration date of that grant period is when all the reports will be due.

Kerry Houlihan:

Thank you. The next question is from Pat. Chehalis is the lead tribe of a consortium with three other tribes. As the lead tribe, do we continue to participate in the grant activities with them if the other tribes have spent down their budget allowance for 2016? Would the remaining carry-over need to be divided or would Chehalis continue the activities without the other consortium members?

Carmen Hardin:

Pallop, if you could address this one that would be helpful.

Pallop Chareonvootitam:

Okay. If a parent of either of the consortium -- For example, you have a two contractual grantees under you, and if one spent down all funds, that means that grantee is no longer to receive additional funds to

spend on. But if the other one -- For example, if the other contractual under you spend funds and have like a \$20,000 remaining, you still have to carry forward to give to that contractual grantee \$20,000 to spend it off. So you have to make sure that you have to obtain the financial report from those contractual under you. I think that should be it.

Kerry Houlihan:

Thank you. The next question is from Elizabeth. "If we are granted a no cost extension and all goals and objectives remain the same, do we continue to recruit new participants for our HH program? And if so, how long do we continue to recruit if the project period has a set end date, example 9/29/2017?"

Carmen Hardin:

That is a very good question. I know that we have cut off recruitment for the DP and HH program. That was not considering the extension. Kerry, do you have any recollection of anything that we decided on this, because I am not sure I have the answer for this. I may have to get back to you on this, Ms. Hester.

Kerry Houlihan:

Okay.

Carmen Hardin:

I will get back to you on that one. That's actually a very good question. Thank you for asking that.

Kerry Houlihan:

The next question is from Robin. "I'm sorry, I'm a bit confused. If a no cost extension is granted and activities are required to continue to complete objectives, staff are required to complete activities but our programs staff are already being reassigned duties and job description changes by management."

Carmen Hardin:

I just did a reread that question. Sorry, I'm a bit -- Staff are required to complete activities but our programs staff are already -- yeah. Ideally, we would like the scope of work to continue. The goals, the objectives, the activities, the staff, ideally, we would like it all to continue. We do understand reality though.

Reality is such that people are being assigned other Areas, people are giving duties outside of the grant responsibilities, and that is reality. That is just what each program has to do. You have to decide on that and move forward. We surely can't tell you yay or nay on that. The only thing that I can tell is that if -- based on the infrastructure changes that are going on at your program, and we anticipate that. Please understand.

If you anticipate changes in the scope of work based on those infrastructure changes, just submit an amendment to Pallop or John and CC the Division of Diabetes and we'll take a look at that amendment, and take a look at the changes that are occurring. More than likely it should be fine, because like I said you don't have control over the changes that occur at your program. Some of the changes that occur at your program based on finance and staffing and whatnot, so realistically move forward, do what you can and just keep us updated. I think that's the best approach to this situation. Very good question, though. Thank you for asking.

Kerry Houlihan:

The next question is from Pine Ridge IHS. Are you saying that 100% full-time employee grant staff will be allowed to continue to work and be paid with grant funds past the 9/29/2017 end date?

Pallop Chareonvootitam:

You know this question I would like to check with the policy department. I'm going to reach to her by tomorrow. Once we have the answer, I will extend the answer to Carmen and Kerry right away, so that they can respond to Pine Ridge. Do you have Pine Ridge email address, right? Do you have the --

Carmen Hardin:

We can get that to you. Yeah, we can get that to you Pallop because we have the sign-in list here.

Pallop Chareonvootitam:

Yeah. All right.

Kerry Houlihan:

Thank you. The next question is from Elizabeth. If we have requested carry-over already but are waiting for approval. Do we wait until we receive this formal approval and revised NOA to submit a no cost extension with this carry-over amount listed, or can we just estimate this amount in the no cost extension letter based on good faith that we will be approved before August 29, 2016?

Pallop Chareonvootitam:

You have to wait until you receive the official approval from the DGM that the carry-over is already approved, so that you can spend and reconcile your expenses, like the diagnoses, so that you can see how much you have remaining by the end of the current budget period year. You know what you may spend out under 25% by the end of next month so that it should be easier for you to carry forward during the extended time.

Kerry Houlihan:

Thank you, Pallop. There's been a request, Carmen, for everyone to be able to receive the answer to the question about recruiting new participants when there's clarification available.

Carmen Hardin:

Absolutely. We will send that out to everybody via the Coordinating Center, and we will definitely get that back to you, for sure.

Kerry Houlihan:

Sure. And there's been another request as well about the answer put forth by Pine Ridge, Fort Thompson would also like the answer.

Carmen Hardin:

Okay, definitely. We're making a list of these concerns, and hopefully, we'll have a comprehensive email drafted and sent out shortly, so thank you so much.

Kerry Houlihan:

Okay. The next question is from Lake County Tribal Health. "My SF-425 ending 12/31/2015 is less than 25% of total funds. Thus, I don't need to submit a carryover request, just a no cost extension, is this correct?"

Pallop Chareonvootitam:

Yeah, just only the -- no cost extension letter.

Carmen Hardin:

That is correct, yes. You do not have to submit a carryover.

Kerry Houlihan:

Thank you. I'm waiting to see if another question comes through.

Carmen Hardin:

You know what I can do? I can over the timeline schedule slide and maybe then we'll have some more questions come up, if that's okay?

Kerry Houlihan:

Sure.

Carmen Hardin:

Okay. So to give everyone a review of some important dates and timelines. As you can see, the July 31st date has passed already, but we left it there just to remind everybody that that was a deadline to submit any data to the Coordinating Center. But again, just keep in mind, you can continue to collect data and store data and analyze data, it's just that the Coordinating Center responsibility will end or has ended July 31st.

There is going to be -- I'm getting a little bit ahead of myself. August 29th, that is the cutoff date for your no cost extension request. However, Pallop, please correct me if I'm wrong. I think that's a soft date, and they will go past the 29th, is that correct, Pallop, or is that a hard date of 29th of August?

Pallop Chareonvootitam:

I would say they can pass it, but I need to make sure that -- it's not like you'll be allowed to pass it, and some grantees try to request no cost extension after the project period ended 9/29 of 2016. That should not be right. I want the grantees to keep in mind that we had a timeframe to process a bunch of the no cost extension. If you request it late, it's going to be late for us to process that no cost extension action.

So I would prefer all of the grantees to submit a request by August 29th. That's better. I mean, you can evaluate your financial situation from today before -- I would say to August 28th, and you can issue the letter on August 29th and submit to the Grant Solutions within five to ten minutes.

That timeline should help us to process your no cost extension in time before your project period ends on 9/29/2016.

Carmen Hardin:

Great. So August 29th is the date. Try to get it in before August 29th to request a no cost extension.

On August 30th at 3 p.m. Eastern, the Coordinating Center, specifically Jenn Russell will be hosting a webinar: "Accessing Your Data: Data Collection after Closeout." She will be reviewing the Access database that each of you will be receiving.

On September 29th, 2016, your grant period or funding period for your grant is scheduled to end, September 29th, 2016.

And again, as we discussed earlier, the template for your fiscal year 2015 final progress report should be posted on the Division of Diabetes website in October. And December 31st is the deadline for those progress reports.

So I think with that said, we have a few more questions. We can go ahead to the questions.

Kerry Houlihan:

Sure, the next question is actually a comment from Judy. "For HH programs, I advocate for continuing case management with existing participants versus restarting recruitment after being told to stop that activity."

Carmen Hardin:

Yes, Judy, I am in full agreement with you. I just want to get some clarification, and I don't want to state something that could potentially be incorrect. I don't anticipate us bringing more folks in to then stop the program because everybody's extension could potentially be different lengths of time.

So I'm anticipating you being absolutely correct and not being able to recruit and just providing the intensive case management to the current participants. I just want to get clarification because we did definitely set a cutoff date for recruitment. I just want to double check that. Thank you so much for that comment.

Kerry Houlihan:

The next question is from Erin. "Is it okay to spend out the total funds to purchase incentives and materials for future classes as long as we use them before the end date of the extension?"

Carmen Hardin:

Pallop, did you want to go ahead and answer that?

Pallop Chareonvootitam:

Yeah. Specifically, I don't know how much funds you have. You refer like remaining funds, if it's a large amount of funds, like 20,000, 30,000, you want to spend on the incentive? Basically, we're not allowed to -- allow a grantee to purchase incentives with a large amount of funds like that, but it depends on the program. Carmen, it depends on you because it looks like the grantee tried to rush themselves off to write their remaining funds so that they can get all funds that they have -- before the program shut down. It depends on you now, Carmen. I leave it to you.

We have to know the amount of funds. We don't know how much it is.

Carmen Hardin:

Right. My suggestion is to include the total amount into that form that is required for the supplies and then it'll be handled on a case-by-case basis. Is that a reasonable approach, Pallop?

Pallop Chareonvootitam:

Yeah, that's a good answer. I mean, we need to see how much funds that grantee needs to purchase incentives. I would consider that. It's like a prior approval. I mean, you can send a request to -- submit it to DGM here and before with everything to program to review. If the program -- if the program -- if the DTP office said it's okay, then it should be fine by you to spend on the remaining funds on incentive.

Kerry Houlihan:

The next question is from Lynn. "Can you repeat the answer to the question regarding the reporting of the \$5,000 for supplies? Do we only report if certain categories are over \$5,000 or do we report the total of all supplies together if they're over \$5,000?"

Carmen Hardin:

According to John Hoffman's response, we are --

Pallop Chareonvootitam:

I believe it should be like equipment, but I'm not quite sure about this question, but I will check with the policy department and get back to Kerry and Carmen to answer Lyn, okay?

Carmen Hardin:

Thank you, Pallop. It is my understanding though based on what John Hoffman had said earlier as well is that it is the total of all supplies together. If the total of all supplies together, unused, unopened, mind you, supplies together are greater than 5,000, then that should be reported for disposition. If it's less than \$5,000 in value, unopened, unused supplies, it doesn't need to be reported. However, you still do need to complete that form basically stating that you do not have any supplies for disposition.

You have to fill out the form one way or the other, it's just a matter of is it over \$5,000 in total or if it's less than \$5,000. Hopefully, that answers your question.

Kerry Houlihan:

Thank you. The next question is from Craig. "What happens if we don't receive an approval of our no cost extension request by September 29th, 2016?"

Pallop Chareonvootitam:

Okay. Like I said, we try our best to process all no cost extension requests. I would say that if you can't make it in time, you probably have to --

If you don't receive a Grant Solutions notification that your no cost extension is approved by 9/29/2016, probably, you have to temporary shut it down until we approve it and make -- I mean, until you receive official approval from the system that, "Okay, your no cost extension is approved." But you know what? I'm going to work hard on this to make sure that all no cost extension is processed in time before your project period ends on 9/29/2016.

Like I said earlier, that's why we prefer to have you to evaluate all your financial situation, make sure that everything -- make sure that, okay, if you really, really need no cost extension, then you can issue the no cost extension letter and upload it by or before August 29th of this month.

Kerry Houlihan:

Okay, thank you. We have another question from Robin. "Can you provide us with a suggested letter template for mailing out to DPP participants to explain the grant program's end?"

Carmen Hardin:

We can definitely do that. Robin, it would be probably helpful to know if you were with -- oh, DP, okay. Pallop, is it possible to send Robin a letter, the closeout letter that went out from DGM? We can get Robin's contact information for you.

Pallop Chareonvootitam:

Robin, what grantee -- I need the email address.

Carmen Hardin:

Yeah, we will get you that email address.

Pallop Chareonvootitam:

Okay, Kerry, you can send me an email so that I can forward a letter -- you can send me an email of Robin's email address and request -- to my email and then I will send it to her.

Kerry Houlihan:

That sounds good. Next is a comment from Lake County Tribal Health. "With the DPP programs and as we are working on billing for our program by becoming a CDC-certified program, we are planning to continue to recruit participants and collect data to report to the CDC to become a certified program in the next year. Thus, we would like to continue the goals and objectives of our DPP grant during the no cost extension to become a CDC-recognized program."

Carmen Hardin:

That is fine with DDTP.

Kerry Houlihan:

The next question is from Pine Ridge. "I missed the first part of this webinar about the disposition of supplies and if programs have residual to supplies over \$5,000, what is allowable for programs that are transitioning to be non-funded programs to keep supplies?"

Carmen Hardin:

Excuse me for one minute. I'm just going to reread the question. Okay, so if a program has unused, unopened supplies that collectively total greater than \$5,000, they have to be reported on a special Division of Grants Management form, okay? If you have unused, unopened supplies that are less than \$5,000 collectively, they don't need to be reported. However, you still need to fill out that special form and just state that in the form that you don't have any supplies that need disposition. I hope that

answers your question. And also too, this information is provided in the slide presentation and will be posted on the DDTP website for your reference.

What I'm going to do, I'm going to kind of conclude the presentation. However, for those of you that want to stay on, we can answer a few more questions afterwards. I just know that everybody is probably looking to get on with their day.

So just to kind of finish up the presentation here, again, just to remind you that we do have an up-and-coming training webinar. This is hosted by the coordinating center, specifically Jenn Russell to review the Access database that will be provided to each of you for data collection moving forward. The date for this webinar is Tuesday, August 30th, 2016, and those are the times there. We will be sending out more information about that webinar as time goes on.

I want to again -- I'm so sorry, go ahead.

Pallop Chareonvootitam:

I think I have to leave right now. If you have any questions or something, for those DPP grantees, you can send me an email directly.

I'll be glad to answer you. And also, for the Healthy Heart, you can send your questions to John Hoffman. He also will be glad to answer your questions.

Carmen Hardin:

Thank you so much, Pallop, for your time and expertise and feedback and input into the presentation. Your comments were very valuable and definitely appreciated. Thank you so much.

Pallop Chareonvootitam:

No problem, Carmen.

Carmen Hardin:

Thank you. Also too, I want to go ahead and again thank all the DP-HH grantees. Your work is just phenomenal and unforgettable and definitely will be carried out in future programs and activities.

Look out for that DP-HH toolkit to be announced very soon. We will continue to answer a couple more questions. We don't want to go to too late, but we will go ahead and answer a few more questions, and we'll conclude after that.

So thank you all so, so very much, and I hope you found the webinar valuable. Please do not hesitate to reach out to the Division of Grants Management or to the Division of Diabetes with any questions that you have. We're here to support you. It's a very complex process. The slides were, like I said earlier, packed with information, and it can be confusing at times so let us help you. Don't stumble through alone, and we will definitely get you on your way to where you need to be in this process.

Moving on to additional questions. Like I said, I think we'll take two more if -- I don't know how many are left but, Kerry, you can go ahead.

Kerry Houlihan:

Sure. Next question is from Tina. "If we are going to continue operating the program, can we spend down with grant funds for classroom tools and materials without doing a no cost extension?"

Carmen Hardin:

You cannot continue the program objectives and goals past September 29th, 2016 without submitting a no cost extension. If the goals and activities are to continue after September 29th, 2016, you must get approval to do so. It has to come in to Grant Solutions via a letter requesting a no cost extension, and it has to be approved by DGM as well as the Division of Diabetes.

Kerry Houlihan:

Thank you. The next question is from Joaquin. "Does the no cost extension approval affect future funding possibilities?"

Carmen Hardin:

It should not affect future possibilities. It should be seen and handled as a totally separate entity.

Kerry Houlihan:

The last question is from Kaye. "If we purchased exercise equipment in 2004 that cost more than \$5,000, do we refer to the cost at time of purchase or what they're appraised for now?"

Carmen Hardin:

That's a good question. I'm going to have you refer to your grants management specialist for that one. I have no idea. I wish I knew that answer. I do not know. You'll have to reach out to Pallop or John to give you a feedback on that one.

Okay. It looks like we've gotten through all the questions. Again, thank you so much to all. Have a wonderful evening. And like I said, we're here. Let us know what you need. Let us know how we can help, and we'll definitely try to meet your needs.

And also too, for those pending items that we weren't able to address, expect an email coming your way soon with the answers.

Thank you all. Have a great evening.