SDPI 2021 Funding Update and Supplemental Opportunity

SDPI FY 2021 Update

Now that SDPI has been fully funded at the usual $150 million for FY 2021, the IHS Division of Grants Management (DGM) is working to amend the Notices of Grant Award (NoAs) to authorize all grants at 100% of their annual grant amounts (inclusive of any offsets).

Opportunity to Request Supplemental Funds

- The offsets implemented in FY 2020 and FY 2021 have resulted in funds that can now be used for other SDPI activities.
- SDPI grantees may submit requests in the current grant year for supplements of up to 25% of their annual grant amounts (maximum of $250,000).
- These one-time funds can be used for existing or new activities in the SDPI 2021 budget period, so long as they are consistent with each grant's approved scope of work.

Opportunity to Request Supplemental Funds

To request a grant supplement, grantees will need to submit the following into GrantSolutions as an "Amendment Request".

1. A letter addressed to the Grants Management Specialist (GMS) assigned to the grant (found in the NoA Terms & Conditions section) requesting the supplemental funds, including the amount requested and a brief description of the purpose. This letter should be signed by the Authorizing Official on your latest NoA and the Business Official (determined by the grantee, but typically the financial officer).

2. A budget and budget narrative covering your entire FY 2021 budget plus the supplement (similar in format to what you submitted for your SDPI FY 2021 continuation application).

See [instructions from DGM](#) for detailed steps.

Opportunity to Request Supplemental Funds

- It is hoped that many grantees will take advantage of this opportunity to request supplemental funds that will augment their current SDPI services.

- Please note that requests for supplements will be reviewed by DGM and either approved or denied for substantive reasons (e.g., grant received an offset this year or otherwise has a large unobligated balance, request would require a change in the approved grant scope of work, grant is under performance-related restrictions).

- **Supplement requests can be submitted starting April 15, 2021, and it is requested that they be submitted by June 15, 2021.   For questions, please contact your** GMS**.**

ORGANIZATION REGISTRATION FOR SDPI

April 7, 2021

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Abbreviations

- AI/AN = American Indian/Alaska Native
- ADC = Area Diabetes Consultant
- AOR = Authorized Organization Representative
- DDTP = IHS Division of Diabetes Treatment and Prevention
- DGM = IHS Division of Grants Management
- DTLL = Dear Tribal Leader Letter
- DUIOLL = Dear Urban Indian Organization Letter
- DUNS = Data Universal Numbering System

- IHS = Indian Health Service
- MOA = Memorandum of Agreement
- NOFO = Notice of Funding Opportunity (also known as FOA)
- ORC = Objective Review Committee
- SAM.gov = System for Award Management
- SDPI = Special Diabetes Program for Indians
- TLDC = Tribal Leaders Diabetes Committee
- UIO = Urban Indian Organization

Competitive Considerations

SDPI Competitive Challenges

- History of supportive SDPI continuation process
- Knowledge of grants.gov & AOR processes
- Influence of outside assistance/"grant writers"
- Shift in application nexus/process for SDPI Directors, Tribes, Urban Programs and Area/IHS facilities & ADCs

Support Actions– *Today's Objectives*

- Employ early supportive measures
- Share resources & successful processes
- Engage all influencers
- Gain awareness of required registrations, grants.gov/AOR process and E-BIZ-POCs

What to do NOW to prepare for the Competitive Application Process

- **Items to check with your organization's grant/financial office NOW:**
  1. **DUNS Registration: Ensure your organization's DUNS registration is current. Government transitioning from DUNS number to new Unique Entity Identifier (UEI) by April of 2022–no action required at this time.**
  2. **SAM.gov: Ensure your organization's SAM.gov is current.**
  3. **AOR: Ensure your organization has an Authorized Organization Representative (AOR) and make sure they can submit the SDPI application. Also keep track of your AOR.**
  4. **Grants.gov: Ensure your organization is registered in Grants.gov.**
     - **Grants.gov is the site used to submit competitive applications.**

- All current grantees had these in place to apply for and receive an SDPI grant for the 2016 grant cycle
  - **Please be sure that these are now (and remain) up-to-date throughout the 2022 application process!**

3 Mandatory Registrations (HRSA example)

- **How to Complete Mandatory Registrations**
  - Before applying for a grant, you must complete three registrations.
    - Dun & Bradstreet's Data Universal Numbering System (D-U-N-S)
    - The System for Award Management (SAM)
    - Grants.gov
  - It could take up to one month to complete all three registrations. <u>Provide complete and consistent information across all three sites</u>.

Register with DUNS – Steps 1- 2

- **Estimated time to complete**: one day
- 1. Go to D&B DUNS Numbers For U.S. Government Contractors and Grantees
- 2. Select the physical location of your organization

Register with DUNS – Steps 3 - 4

- 3. Complete and Submit the form
  - You will need basic information about your organization, including:
    - Physical and mailing addresses
    - Name and title of the chief executive
    - Primary Standard Industrial Code (SIC)
    - Whether or not it is minority-, woman- or veteran-owned
    - Number of employees
    - Annual revenue
- 4. Expect an email with your DUNS number the same day

Register with the SAM

- **Estimated time to complete:** three days
- If you are already registered with SAM, check your SAM registration to ensure it is active.

    Grant application may be rejected if it is not.

- **Contact Grants.gov:** Call 800-518-4726 or <u>Email grants.gov support</u>

Register with the SAM – Steps 1 - 3

1. Go to The SAM. Review SAM.gov's new registration and renewal requirements.

2. Select **Create User Account** or **Register/Update Entity**.

3. Complete the form. This will take about an hour.

Register with the SAM – Step 3 Completing the Form

To complete the form, you will need:

- DUNS number

- Tax ID number (Employer Identification Number (EIN). (Don't have an one? [Apply For An EIN](#).)

- Other information, like: business start date, congressional district, and physical and mailing addresses

- To designate an E-Business Point of Contact (E-BIZ POC), and a Marketing Partner Identification Number (MPIN)
  - The MPIN is your organization's personal code, which serves as a password.
  - The E-BIZ POC will use the MPIN to approve Authorized Organization Representatives (AORs) in Grants.gov.

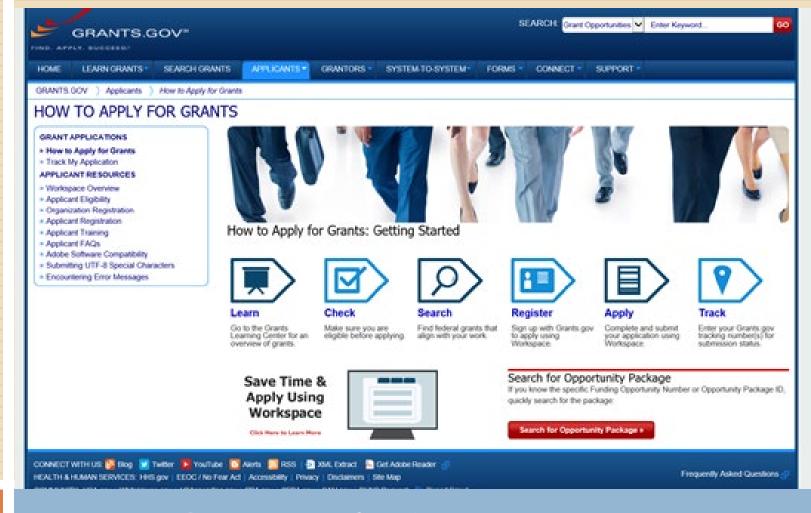# Register with the SAM – Step 4

4. Submit your SAM registration. The SAM will email you once they validate your information and activate your registration.

   □ *Note: If you see the question "Is my information available for viewing by the public?" answer "Yes." This way, you can easily access and review your information.*

   □ **Keep your SAM registration active - renew at least once each year.** Renewal can take five days or longer if you provide incomplete or incorrect information.

   □ If your registration expires, you cannot submit a grant application until you renew it.

Register with Grants.gov

- **Estimated time to complete**: two to three weeks
- One day after you submit your SAM registration, your organization's Authorized Organization Representatives (AORs) can register in Grants.gov.
  - Your organization designates AORs to submit applications to Grants.gov.
  - Your organization can have one or more AORs.
  - To submit applications, the E-BIZ POC must also register as an AOR and approve the registration.

Register with Grants.gov – Cont'd

☐ Once you have your DUNS and SAM registrations, AORs can complete the Grants.gov registration in as little as one day. But the E-BIZ POC must approve it immediately (They'll receive an email from grants.gov to do so.)

1. Go to Register With Grants.Gov.
2. Each AOR should register on Grants.gov using the organization's <u>correct DUNS number</u>.
3. The E-BIZ POC can approve AORs as soon as Grants.gov prompts them to do so via email.
   - They will need the organization's MPIN to approve AOR registrations.
4. Grants.gov will send emails to AORs once approved. AORs can then submit applications.

☐ **Each AOR must update their Grants.gov registration every year (or account roles removed) and their Grants.gov password every 60 days.**

Resource: Grants.gov for Applicants

Activity: Review of Applicants Resource & *GrantgovApplicantOverviewTraining*

Thank you for all you're doing for the communities you serve during these challenging times.

QUESTIONS?

THANK YOU