

## 2021 SDPI Application Checklist – Option 2

**Submit SF-424 and Brief Written Statement of Continued Work by September 2, 2020**

**Remaining Continuation Application materials due by December 15, 2020**

Last updated: July 2020

Due to the demands of the COVID-19 pandemic, there are two options for submitting the SDPI continuation application for 2021 (see below). This checklist is for Option 2.

1. **Option 1 – Submit all documents and forms by September 2, 2020 via GrantSolutions.**
2. **Option 2 – Submit in two parts:**
  - a. **By September 2, 2020:** Submit the SF-424 and a brief written statement of continuation via GrantSolutions.

**AND**

- b. **By December 15, 2020:** Submit the remaining application documents in GrantSolutions as a grant note.

You may submit your program’s continuation application documents as soon as they are completed, even if that’s earlier than the dates noted above.

### Part 1-A: Get Ready to Apply

Step	1.0 Getting Ready to Apply Gather and Confirm Registration Information	Resources	Contact for Questions	Completed?
1.1	<b>Dun &amp; Bradstreet (D&amp;B):</b> Confirm your organization’s registration is current and obtain the DUNS number.	<a href="#">D&amp;B</a> <sup>1</sup>	Office of Management and Budget (OMB)/DGM	
1.2	<b>System for Award Management (SAM):</b> Confirm your organization’s registration is current.	<a href="#">SAM</a> <sup>2</sup>	<a href="#">Division of Grants Management (DGM)</a> <sup>3</sup>	
1.3	<b>GrantSolutions.gov:</b> Make sure that the personnel assigned to submit the continuation application for your organization has access.	<a href="#">GrantSolutions</a> <sup>4</sup>	DGM	
1.4	Carefully read all application instructions from the Division of Diabetes Treatment and Prevention (DDTP).	<a href="#">SDPI application webpage</a> <sup>5</sup> , <a href="#">Instructions</a> <sup>6</sup>	<a href="#">DDTP</a> /DGM	

<sup>1</sup> D&B: <https://fedgov.dnb.com/webform/>

<sup>2</sup> SAM: <https://www.sam.gov/SAM/>

<sup>3</sup> DGM: <https://www.ihs.gov/dgm/>

<sup>4</sup> GrantSolutions: <https://home.grantsolutions.gov/home/>

<sup>5</sup> SDPI Application: <https://www.ihs.gov/sdpi/sdpi-community-directed/application-reports/>

<sup>6</sup> Instructions: [https://www.ihs.gov/sites/sdpi/themes/responsive2017/display\\_objects/documents/SDPIAppInstr21.pdf](https://www.ihs.gov/sites/sdpi/themes/responsive2017/display_objects/documents/SDPIAppInstr21.pdf)

## 2021 SDPI Application Checklist – Option 2

Submit SF-424 and Brief Written Statement of Continued Work by September 2, 2020

Remaining Continuation Application materials due by December 15, 2020

Last updated: July 2020

### Part 1-B: Prepare Your SF-424 and Brief Written Statement

Step	2.0 Prepare Form and Document Submit or attach to your GrantSolutions Application Kit.	Resources	Contact for Questions	Completed?
2.1	<b>SF-424:</b> Complete form in GrantSolutions.gov.	Sample <a href="#">SF-424</a> <sup>7</sup>	<a href="#">DGM</a> <sup>3</sup>	
2.2	<b>Brief Written Statement:</b> Complete and submit in GrantSolutions.gov.	<a href="#">Instructions (see page 3)</a> <sup>6</sup>	DGM	

### Part 1-C: Submit Your SF-424 and Brief Written Statement

Step	3.0 Submit Your Application – Electronically via GrantSolutions.gov	Resources	Contact for Questions	Completed?
3.1	Ensure that the documents in Step 2 above are successfully completed and uploaded and there are green checkmarks for those items in the Application Kit.	<a href="#">GrantSolutions</a> <sup>4</sup>	DDTP/DGM	
3.2	Submit the electronic Application Kit on GrantSolutions.	GrantSolutions	DDTP/DGM	

**Part 1 must be completed by September 2, 2020.**

**Part 2 begins on the next page.**

<sup>7</sup> SF-424 PDF: [https://apply07.grants.gov/apply/forms/sample/SF424\\_2\\_1-V2.1.pdf](https://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf)

## 2021 SDPI Application Checklist – Option 2

Submit SF-424 and Brief Written Statement of Continued Work by September 2, 2020

Remaining Continuation Application materials due by December 15, 2020

Last updated: July 2020

### Part 2-A: Prepare the Remainder of your Application

Step	4.0 Getting Ready to Apply Work with your SDPI Team to complete the following.	Resources	Contact for Questions	Completed?
4.1	Review your 2020 (last year's) SDPI Application, with particular attention to the Project Narrative.	Your program files or <a href="#">GrantSolutions</a> <sup>4</sup>	DDTP	
4.2	Obtain copies of the 2019 and 2020 Diabetes Audit Reports for your facility or community.	<a href="#">WebAudit</a> <sup>8</sup> , local facility, or <a href="#">Area Diabetes Consultant (ADC)</a> <sup>9</sup>	DDTP	
4.3	Confirm commitment from your organization leader for continued involvement in SDPI work.	<a href="#">Project Narrative</a> <sup>10</sup> , Part D	DDTP	
4.4	Make sure your organization is current with OMB A-133 required Financial Audit Reports (not applicable to IHS facilities).	<a href="#">Instructions</a> <sup>6</sup> , local fiscal office <a href="#">Federal Audit Clearinghouse (FAC)</a> <sup>11</sup>	DGM	

Step	5.0 Prepare Forms and Documents Complete all forms and prepare required documents.	Resources	Contact for Questions	Completed?
5.1	<b>SF-424A:</b> Download and complete form.	<a href="#">SF-424A</a> <sup>12</sup>	DGM	
5.2	<b>SF-424B:</b> Download and complete form.	<a href="#">SF-424B</a> <sup>13</sup>	DGM	
5.3	<b>SF-LLL:</b> Download and complete form.	<a href="#">SF-LLL</a> <sup>14</sup>	DGM	
5.4	<b>IHS Budget Narrative:</b> Prepare according to instructions.	<a href="#">Instructions</a> <sup>6</sup>	DDTP/DGM	

<sup>8</sup> Diabetes Audit: <https://www.ihs.gov/diabetes/audit/>

<sup>9</sup> ADC Directory: <https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/>

<sup>10</sup> Project Narrative:

[https://www.ihs.gov/sites/sdpi/themes/responsive2017/display\\_objects/documents/SDPI21\\_ProjectNarrative.pdf](https://www.ihs.gov/sites/sdpi/themes/responsive2017/display_objects/documents/SDPI21_ProjectNarrative.pdf)

<sup>11</sup> FAC: <https://harvester.census.gov/facweb/>

<sup>12</sup> SF-424A PDF: <https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>

<sup>13</sup> SF-424B PDF: <https://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>

<sup>14</sup> SF-LLL PDF: [https://apply07.grants.gov/apply/forms/sample/SFLLL\\_1\\_2-V1.2.pdf](https://apply07.grants.gov/apply/forms/sample/SFLLL_1_2-V1.2.pdf)

## 2021 SDPI Application Checklist – Option 2

**Submit SF-424 and Brief Written Statement of Continued Work by September 2, 2020**

**Remaining Continuation Application materials due by December 15, 2020**

Last updated: July 2020

Step	5.0 Prepare Forms and Documents Complete all forms and prepare required documents.	Resources	Contact for Questions	Completed?
5.5	<b>IHS Budget Line Item:</b> Prepare according to instructions.	Instructions	DDTP/DGM	
5.6	<b>IHS Diabetes Audit Reports for 2019 and 2020:</b> Obtain electronic copies of the report for your facility or community, if you have not already done so. See item 4.2.	<a href="#">WebAudit</a> <sup>8</sup>	DDTP	
5.7	<b>IHS SDPI Outcomes System (SOS) Required Key Measure (RKM) Data Summary Report for 2020</b> Obtain an electronic copy of the report for your program.	<a href="#">SOS</a> <sup>15</sup>	DDTP	
5.8	<b>IHS Division of Diabetes Project Narrative:</b> Prepare using template provided.	<a href="#">SDPI Application webpage</a> <sup>5</sup>	DDTP	
5.9	<b>IHS Key Contacts Form:</b> Download and complete with information for the Program Coordinator.	<a href="#">Key Contacts Form</a> <sup>16</sup>	DDTP	
5.10	<b>IHS Certification Regarding Lobbying:</b> Download and complete form.	<a href="#">Certification Form</a> <sup>17</sup>	DGM	
5.11	<b>IHS Performance Site (1.4):</b> Download and complete form.	<a href="#">Site Performance Form</a> <sup>18</sup>	DGM	
5.12	<b>IHS Current Indirect Cost Rate Agreement:</b> Obtain an electronic copy of the documentation for your organization.	<a href="#">Instructions</a> <sup>6</sup>	DGM	
5.13	<b>IHS Resumé for Key Personnel:</b> Prepare documentation for each new individual not included in the 2020 application.	Self-prepared or <a href="#">Biographical Sketch Form</a> <sup>19</sup>	DDTP	
5.14	<b>IHS Other:</b> Provide any other relevant application materials, including Financial Audit documents (see step 5.15 below) and submission of missing reports.	Varies	Varies	

<sup>15</sup> SOS: <https://www.ihs.gov/sdpi/sdpi-outcomes-system-sos/>

<sup>16</sup> Key Contacts Form: [http://apply07.grants.gov/apply/forms/sample/Key\\_Contacts-V1.0.pdf](http://apply07.grants.gov/apply/forms/sample/Key_Contacts-V1.0.pdf)

<sup>17</sup> Certification Regarding Lobbying Form: [https://apply07.grants.gov/apply/forms/sample/GG\\_LobbyingForm-V1.1.pdf](https://apply07.grants.gov/apply/forms/sample/GG_LobbyingForm-V1.1.pdf)

<sup>18</sup> Site Performance Form: [https://apply07.grants.gov/apply/forms/sample/PerformanceSite\\_2\\_0-V2.0.pdf](https://apply07.grants.gov/apply/forms/sample/PerformanceSite_2_0-V2.0.pdf)

<sup>19</sup> Biographical sketch Form: <https://grants.nih.gov/grants/funding/phs398/biosketch.pdf>

## 2021 SDPI Application Checklist – Option 2

**Submit SF-424 and Brief Written Statement of Continued Work by September 2, 2020**

**Remaining Continuation Application materials due by December 15, 2020**

Last updated: July 2020

Step	5.0 Prepare Forms and Documents Complete all forms and prepare required documents.	Resources	Contact for Questions	Completed?
5.15	<b>OMB A-133 required Financial Audit for FY 2019:</b> Obtain electronic copy of documentation.	<a href="#">FAC</a> <sup>20</sup>	OMB/DGM	

### Part 2-B: Submit Remainder of Your Application

Step	6.0 Submit Your Application electronically as a grant note.	Resources	Contact for Questions	Completed?
6.1	Submit application documents and forms listed in step 5 above in GrantSolutions as a grant note.	<a href="#">GrantSolutions</a> <sup>4</sup> <a href="#">SDPI Application webpage</a> <sup>5</sup>	DDTP/DGM/ ADC	
6.2	If necessary, prepare and submit revisions as requested by the DGM, DDTP, or your ADC.	GrantSolutions SDPI Application webpage	DDTP/DGM/ ADC	

**Part 2 must be completed by December 15, 2020.**

<sup>20</sup> FAC: <https://harvester.census.gov/facweb/>