

SDPI Grant Program
2023 Application Checklist
 Last Updated: August 2022(2)

Part A: Get Ready to Apply

Step	1.0 Getting Ready to Apply – Registration Information Register or confirm that necessary registrations are current.	Resource	Completed?
1.1	System for Award Management (SAM): Either confirm current, renew, or initiate registration.	SAM website ¹	
1.2	Universal Entity Identifier (UEI): Either confirm or obtain for your organization.	SAM website ¹	
1.3	Authorized Organization Representative (AOR): Make sure the organizational AOR has current access to Grants.gov.	Grants.gov AOR Authorization Webpage ²	
1.4	Grants.gov: Either confirm current registration or register your organization.	Grants.gov Organization Registration Webpage ³	

Step	2.0 Getting Ready to Apply – Important Documents Work with your SDPI Team to gather and/or review the following.	Resources and Primary Contact(s)	Completed?
2.1	Obtain a copy of your 2016 and 2022 SDPI Applications and Review Summaries from GrantSolutions, your program files, and/or your ADC.	GrantSolutions Contacts: Division of Diabetes ⁴ , Area Diabetes Consultant (ADC) ⁵	
2.2	Obtain a copy of the 2021 and 2022 Annual Diabetes Audit Reports from the WebAudit, your local facility staff, or your ADC.	IHS Diabetes Audit Website ⁶ Contact: Division of Diabetes, ADC	
2.3	Begin process of obtaining Tribal Resolution(s) and/or Letter(s) of Support.	NOFO ⁷ Contact: Division of Grants Management (DGM) ⁸	
2.4	Identify at least one organization administrator or Tribal leader (other than your Program Director) who has agreed to support your SDPI program efforts for 2023 and be prepared to briefly describe how they will be actively involved in your program.	Project Narrative Template ⁹ Contact: Division of Diabetes	
2.5	Begin gathering resumes or biographical sketches from members of your SDPI Team.	Bio Sketch Template ¹⁰ Contact: Division of Diabetes, ADC	
2.6	Make sure your organization is current with Office of Management and Budget (OMB) A-133 required Financial Audit Reports. This requirements is not applicable for IHS facilities.	Federal Audit Clearinghouse ¹¹ Contact: OMB/DGM	

¹ SAM URL: <https://sam.gov/SAM/>

² Grants.gov AOR Authorization URL: <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

³ Grants.gov Registration URL: <http://www.grants.gov/web/grants/applicants/organization-registration.html>

⁴ Division of Diabetes email: sdpi@ihs.gov

⁵ ADC Directory: <https://www.ihs.gov/diabetes/about-us/area-diabetes-consultants-adc/>

⁶ Diabetes Audit URL: <https://www.ihs.gov/diabetes/audit/>

⁷ NOFO – Tribal Resolutions: <https://www.federalregister.gov/d/2022-16264/p-73>

⁸ DGM Grants Management Specialist contacts: <https://www.ihs.gov/sdpi/sdpi-community-directed/sdpi-basics/tips-for-new-program-coordinators/#DGMCONTACTINFO>

⁹ Project Narrative Template: https://www.ihs.gov/sites/sdpi/themes/responsive2017/display_objects/documents/SDPI23ProjectNarrative.pdf

¹⁰ Bio Sketch Template: https://www.ihs.gov/sites/sdpi/themes/responsive2017/display_objects/documents/SDPIbiosketch.docx

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

SDPI Grant Program
2023 Application Checklist
 Last Updated: August 2022(2)

Part B: Prepare Your Application

Step	3.0 Getting Ready to Apply – Key Application Materials Work with your SDPI Team to do the following activities.	Resources and Primary Contact	Completed?
3.1	Carefully read the entire Notice of Funding Opportunity (NOFO) Announcement.	NOFO ¹² Contact: Division of Diabetes/DGM	
3.2	Access the Grant Opportunity ¹³ in grants.gov	Grants.gov Workspace ¹⁴ Contact: Grants.gov/DGM	
3.3	Review resources on the SDPI Application webpage.	SDPI Application Webpage ¹⁵ Contact: Division of Diabetes	

Step	4.0 Preparing Your Application – Forms and Instructions All of the mandatory forms below must be completed within the Application Package. Links to sample forms are provided only for: <ul style="list-style-type: none"> • Planning or gathering information from others. • Sub-grantees who may need to complete and submit to their primary grantee. 	Resources and Primary Contact	Completed?
		For most forms below, instructions are not included in the Application Package. These links are also available on the Application Webpage ¹⁵ .	
4.1	Application for Federal Assistance (SF-424)	Sample SF-424 ¹⁶ and Instructions ¹⁷ Contact: DGM	
4.2	Budget Information for Non-Construction Programs (SF-424A)	Sample SF-424A ¹⁸ and Instructions ¹⁹ Contact: DGM	
4.3	Assurances for Non-Construction Programs (SF-424B)	Sample SF-424B ²⁰ and Instructions ²¹ Contact: DGM	
4.4	Project/Performance Site Location(s)	Sample Project/Performance Site Location(s) Form ²² and Instructions ²³ Contact: DGM	
4.5	Certification Regarding Lobbying (GG-Lobbying Form)	Sample Lobbying Form ²⁴ and Instructions ²⁵ Contact: DGM	
4.6	Key Contacts Form	Sample Key Contacts Form ²⁶ Contact: Division of Diabetes	
4.7	Disclosure of Lobbying Activities (SF-LLL)	Sample SF-LLL ²⁷ and Instructions ²⁸ Contact: DGM	

¹² NOFO: <https://www.federalregister.gov/documents/2022/07/29/2022-16264/special-diabetes-program-for-indians>

¹³ SDPI Grant Opportunity in Grants.gov: <https://www.grants.gov/web/grants/view-opportunity.html?oppld=336996>

¹⁴ Grants.gov Workspace: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>

¹⁵ SDPI Application Webpage: <https://www.ihs.gov/sdpi/sdpi-community-directed/application-reports/>

¹⁶ SF-424: https://apply07.grants.gov/apply/forms/sample/SF424_4_0-V4.0.pdf

¹⁷ SF-424 Instructions: https://apply07.grants.gov/apply/forms/instructions/SF424_4_0-V4.0-Instructions.pdf

¹⁸ SF-424A: <https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>

¹⁹ SF-424A Instructions: <https://apply07.grants.gov/apply/forms/instructions/SF424A-V1.0-Instructions.pdf>

²⁰ SF-424B: <https://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>

²¹ SF-424B instructions: <https://apply07.grants.gov/apply/forms/instructions/SF424B-V1.1-Instructions.pdf>

²² Project/Performance Site Location(s) form: https://apply07.grants.gov/apply/forms/sample/PerformanceSite_4_0-V4.0.pdf

²³ Project/Performance Site Location(s) Instructions: https://apply07.grants.gov/apply/forms/instructions/PerformanceSite_4_0-V4.0-Instructions.pdf

²⁴ Lobbying Form: https://apply07.grants.gov/apply/forms/sample/GG_LobbyingForm-V1.1.pdf

²⁵ Lobbying Form Instructions: https://apply07.grants.gov/apply/forms/instructions/GG_LobbyingForm-V1.1-Instructions.pdf

²⁶ Key Contacts Form: https://apply07.grants.gov/apply/forms/sample/Key_Contacts-V1.0.pdf

²⁷ SF-LLL: https://apply07.grants.gov/apply/forms/sample/SFLLL_2_0-V2.0.pdf

²⁸ SF-LLL Instructions: https://apply07.grants.gov/apply/forms/instructions/SFLLL_2_0-V2.0-Instructions.pdf

SDPI Grant Program
2023 Application Checklist
 Last Updated: August 2022(2)

Step	4.0 Preparing Your Application – Forms and Instructions All of the mandatory forms below must be completed within the Application Package. Links to sample forms are provided only for: <ul style="list-style-type: none"> • Planning or gathering information from others. • Sub-grantees who may need to complete and submit to their primary grantee. 	Resources and Primary Contact	Completed?
4.8	Project Abstract Summary	Sample Project Abstract Summary ²⁹ Contact: DGM	

Step	5.0 Preparing Your Application – Documents Complete, obtain, or prepare the following documents outside of your Application Package. Attach using the Other Attachments Form (unless otherwise specified). Sub-grantees: Submit documents per primary grantee specifications.	Resources and Primary Contact	Completed?
5.1	Project Narrative Template: Complete template and attach using “Project Narrative Attachment Form.”	Project Narrative Template ⁹ Contact: Division of Diabetes	
5.2	Budget Justification and Narrative: In addition to SF 424A. Prepare according to instructions in NOFO.	NOFO ³⁰ Contact: Division of Diabetes/DGM	
5.3	IHS Annual Diabetes Audit Reports for 2021 and 2022: Obtain copies (PDF format) from your local facility.	IHS Diabetes Audit Website ⁶ Contact: Division of Diabetes	
5.4	Résumé or Biographical Sketch for Key Personnel: Gather documentation for all key personnel in your program. Key personnel may or may not be paid with SDPI funds.	NOFO ³¹ / Bio Sketch Template ¹⁰ Contact: Division of Diabetes	
5.5	One-page Timeframe Chart	NOFO ³² / SDPI Timeframe Template ³³ Contact: Division of Diabetes	
5.6	Organizational Chart: Obtain or prepare. Written information that shows where your SDPI program fits into the larger organization will also be accepted.	NOFO ³⁴ Contact: Division of Diabetes/DGM	
5.7	Multi-Year Project Requirements: Brief narrative and budget for each year, 2024 – 2027 (1 page/year).	NOFO ³⁵ Contact: Division of Diabetes/DGM	
5.8	IHS Current Indirect Cost (IDC) Rate Agreement: Obtain the current agreement for your organization. Required if requesting IDC.	Your program files Contact: DGM	
5.9	OMB A-133 required Financial Audit for FY 2021: Obtain electronic copy of documentation. This requirement is not applicable to IHS facilities. Documentation can be one of the following: <ul style="list-style-type: none"> • E-mail confirmation from Federal Audit Clearinghouse (FAC) that financial audits were submitted; or • Face (cover) sheets from financial audit reports. These can be found on the FAC website. 	FAC Website ¹¹ Contact: DGM	

²⁹ Project Abstract Summary: https://apply07.grants.gov/apply/forms/sample/Project_AbstractSummary_2_0-V2.0.pdf

³⁰ NOFO – Budget Narrative: <https://www.federalregister.gov/d/2022-16264/p-128>

³¹ NOFO – Biographical Sketches: <https://www.federalregister.gov/d/2022-16264/p-96>

³² NOFO – One-page Timeframe Chart: <https://www.federalregister.gov/d/2022-16264/p-88>

³³ SDPI Timeframe Template:
https://www.ihs.gov/sites/sdpi/themes/responsive2017/display_objects/documents/SDPITimelineTemplate.docx

³⁴ NOFO – Organizational Chart: <https://www.federalregister.gov/d/2022-16264/p-102>

³⁵ NOFO – Multi-Year Project Requirements: <https://www.federalregister.gov/d/2022-16264/p-191>

SDPI Grant Program
2023 Application Checklist
 Last Updated: August 2022(2)

Step	5.0 Preparing Your Application – Documents Complete, obtain, or prepare the following documents outside of your Application Package. Attach using the Other Attachments Form (unless otherwise specified). Sub-grantees: Submit documents per primary grantee specifications.	Resources and Primary Contact	Completed?
5.10	Tribal Resolution(s) and/or Letter(s) of Support: Obtain per NOFO specifications.	NOFO ⁷ Contact: Division of Diabetes/DGM	
5.11	501(c)(3) Certificate: If applicable, obtain and submit a copy of this certificate.	NOFO ³⁶ Contact: DGM	

Part C: Submit and Track Your Application

Step	6.0 Submit and Track Your Application – Electronically via Grants.gov It is recommended that applicants submit their completed Application Package several weeks in advance of the Application Deadline Date of October 7, 2022 in case there are technical problems and to allow time to revise as needed.	Resources and Primary Contact	Completed?
6.1	Ensure that all forms and documents are successfully completed or attached in your Application.	Grants.gov Online Help ³⁷ Contact: Grants.gov/DGM	
6.2	Print out and review your entire Application, including all completed forms and documents.	Grants.gov Online Help ³⁷ Contact: Grants.gov/DGM	
6.3	Submit your Application in Grants.gov.	Grants.gov Online Help ³⁷ Contact: Grants.gov/DGM	
6.4	Revise and “Save and Submit” as needed until the Application Deadline Date has passed.	Contact: Grants.gov/DGM	
6.5	Note your application tracking number and track your submitted Application on Grants.gov.	Grants.gov Track my Application ³⁸ Contact: Grants.gov/DGM	

³⁶ NOFO – 501(c)(3): <https://www.federalregister.gov/d/2022-16264/p-76>

³⁷ Grants.gov Online Help: <https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=ManageWorkspaces%2FManageWorkspaces.htm&callingApp=custom>

³⁸ Grants.gov Track my Application: <https://www.grants.gov/web/grants/applicants/track-my-application.html>