



Special Diabetes Program for Indians (SDPI)

# Grant Writing Basics and Budget for 2023 SDPI Application

IHS Division of Diabetes Treatment and Prevention

May 24, 2022

# 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 Leader 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
- UEI = Unique Entity Identifier
- UIO = Urban Indian Organization

# Today's Webinar

Focus is to prepare for the 2023 application process

## Topics:

- Provide information on the 2023 application process
- Steps to prepare a successful grant application
- Creating a budget
- Tips to strengthen your application
- Resources

The SDPI Application for 2023 will undergo a  
different application process

New Grant Cycle (2023 – 2027)

# Information on this application process

- Applicants goal is to achieve a fundable score.
- All eligible applicants who submit a completed application and achieve a fundable score in objective review will receive funding.
- Essential to submit a complete application by the due date!
- The 2023 application process begins with a Notice of Funding Opportunity (NOFO).

# The 2023 SDPI NOFO is Coming Soon!

# Carefully Read Through the NOFO

- The NOFO will provide a description of the project and the entities that are eligible to apply.
- The objective review evaluation criteria will also be provided.
- Each application will be reviewed by an Objective Review Committee (ORC) and scored based on the evaluation criteria.

# The Objective Review Committee (ORC) Process

- **ORC Process:**
  - Applications that pass screening will be peer reviewed by a panel of at least three people.
  - Assess and score each application independently.
  - Then, the peer review panel will convene to discuss the merits of the applications.
  - A series of policies and assurances are in place to maintain a fair, objective process based on material facts in the applications and without conflicts of interest (COI) for the peer reviewers.
  - The federal agency staff monitor and participate in this review.

# Take Note of the Application Due Date

Plan to submit your application **early!**

- Submit at least several weeks before the application due date.
- If you submit early, your organization will have a chance to correct problems/errors (as long as this is done before the due date).

# Examples of Common Problems/Errors

- Skipping questions or not addressing what is being asked.
- Inconsistent or unclear project focus.
- Incomplete information or unsigned documents or forms.
- Missing documents and forms such as:
  - Resumes
  - Diabetes Audits
  - Budget

# Technical Assistance

DDTP, DGM, and ADCs:

- **Will** provide training and technical assistance before and after the NOFO is released.
- **Will not** be able to assist with writing individual applications.

# What to do Now to Prepare for the 2023 Application Process

Ensure your organization's grant/financial information is current to submit your application.

1. [SAM.gov](#) (System for Award Management)
2. [AOR](#) (Authorized Organization Representative)
3. [Grants.gov](#)

Make sure that these are now current and remain up-to-date throughout the 2023 application process.

# Review Your 2016 and 2022 Applications

- Both applications can be found in GrantSolutions (look at grant history).
- Your 2016 application is the last application your program submitted during a similar application process.
- Your 2022 application is the latest continuation application that your program submitted.
- Note similarities and differences in questions asked and changes in your program plan over the years.
- Also review your 2016 Executive Summary which provides review feedback of your 2016 application (can be found in [grant notes](#)).

# Steps to Prepare for the 2023 SDPI Application

# Step 1: Identify Your Team

Start the conversation with all those involved:

- Key program staff (SDPI)
- Diabetes Advisory Group
- Health Agency
- Tribal Council/Leaders
- Administrative Staff
- **Grant Writers**

# Step 2: Meet with the Team

- Discuss the application process, time lines, and local approvals.
- Discuss how to build on previous SDPI program accomplishments.
  - Strengths, challenges, and improve weaknesses
  - Current resources and how to expand
- Based on discussion, set a direction for 2023 such as;
  - Selecting a Best Practice and Target Group.
  - Identifying Diabetes Audit improvements.
  - Identify a plan for data collection

# Step 3: Start the Application Well Ahead of the Due Date

- Read the entire Application
- Review the language/terminology (RKM, SOS, Best Practice)
- Learn about audits:
  - Financial audit; contact DGM
  - Diabetes Audit; contact the Audit Team ([diabetesaudit@ihs.gov](mailto:diabetesaudit@ihs.gov))
- Gather the correct documents
- Complete the correct documents/forms/templates.

# Step 4: Complete the Project Narrative

## Get started with first draft:

- Read the questions carefully
- Be specific and concise in answering each question
- Use complete sentences
- Check spelling to avoid typos
- Spell out acronyms, at least once, when first mentioned
- Proofread, proofread, and proofread!!!

# Step 5: Creating a Budget

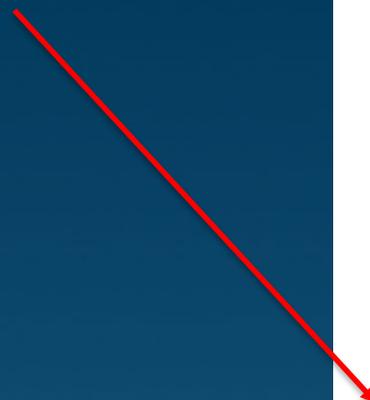
## A budget narrative:

- Provides a brief justification for each budget item
- Describes the need and relevancy to the proposed project
- Supports the project activities/services for AI/AN communities

# Creating a Budget Narrative

- Match the scope of work described in the Project Narrative.
- Reflect reasonable and allowable costs.
- Aim for the budget to be accurate, reasonable, consistent and brief to strengthen the application.
- Note any page limits (for SDPI 2022 – was 7 pages)

# SF 424A Budget Information



**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					\$
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

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Standard Form 424A (Rev. 7-97)  
Prescribed by OMB (Circular A-102) Page 1A



# Line Item Budget Sample

## Line Item Budget – SAMPLE

<b>A. Personnel</b>	
Program Coordinator	40,000
Administrative Assistant	6,373
CNA/Transporter	6,552
Mental Health Counselor	<u>5,769</u>
<b>Total Personnel:</b>	<b>58,694</b>
<b>B. Benefits:</b>	
Program Coordinator	14,000
Administrative Assistant	2,231
CNA/Transporter	2,293
Mental Health Counselor	<u>2,019</u>
<b>Total Fringe Benefits:</b>	<b>20,543</b>
<b>C. Supplies:</b>	
Desk Top Computers and Software	3,000
Exercise Equipment	3,300
Laptop Computer	1,500
LCD Projector	1,200
Educational/Outreach	3,000
Office Supplies	1,200
Supplies for Wellness Luncheons	2,400
Medical Supplies (Clinic)	<u>3,000</u>
<b>Total Supplies:</b>	<b>18,600</b>
<b>D. Training and Travel:</b>	
Local Mileage	1,350
Staff Training & Travel -Out of State	<u>2,400</u>
<b>Total Travel:</b>	<b>3,750</b>

<b>E. Contractual:</b>	
Fiscal Officer	16,640
Consulting Medical Doctor	14,440
Registered Dietitian/Diabetes Educator	18,720
Exercise Therapist	<u>33,250</u>
<b>Total Contractual:</b>	<b>83,050</b>

<b>F. Equipment:</b>	
Heavy Duty Printer/Scanner/Copier	<u>9,000</u>
<b>Total Equipment:</b>	<b>9,000</b>

<b>G. Other Direct Costs:</b>	
Rent	20,805
Utility	4,000
Postage	500
Telephone	2,611
Audit Fees	2,500
Professional Fees	2,400
Insurance Liability	1,593
Office Cleaning	1,680
Storage Fees	240
Biohazard Disposal	154
Marketing/Advertising	<u>2,010</u>
<b>Total Other Direct Costs:</b>	<b>38,493</b>

**H. Indirect Costs (15%):** **\$34,819**

**TOTAL DIRECT COSTS** **\$232,130.00**

**TOTAL DIRECT COST AND  
INDIRECT COSTS** **\$266,949**

# Budget Justification

## Budget Justification – SAMPLE

### A. Personnel: \$58,694.00

#### Program Coordinator: George Smith

A full-time employee responsible for the implementation of the program goals as well as overseeing financial and grant application aspects of the agency.

(100% Annual Salary = \$40,000/year)

#### Administrative Assistant: Susan Brown

A part-time employee responsible for providing assistance to the Program Coordinator.

(416 hours x \$15.32/hour = \$6,373.12)

#### CAN/Transporter/Homemaker: To be named

A full-time employee working 8 hours per week on this grant providing transportation services and in-home health care to clients.

(416 hours x \$15.75/hour = \$6,552.00)

#### Mental Health Counselor: Lisa Green

A part-time employee works 6 hours per week in the ADAPT/Mental Health Program providing counseling and workshops to clients.

(6 hours x 52 weeks x \$18.49/hour = \$5,768.88)

### B. Fringe Benefits: \$20,543.00

Fringe benefits are calculated at 35% for both salaried and hourly employees. Fringe is composed of health, dental, life and vision insurance (20%), FICA/Medicare (7.65%), worker's compensation (1.10%), State unemployment insurance (1.25%), and retirement (5%).

Program Coordinator: \$14,000

Administrative Assistant: \$2,230.59

CAN/Transporter/Homemaker: \$2293.20

Mental Health Coordinator: \$2019.11

### C. Supplies: \$18,600.00

#### Desk Top Computers and Software (2)

Needed by our Diabetes Educator, Exercise Specialist, and Medical Director in order to access and update information on client's records. (2 x \$1,500.00 = \$3,000.00).

#### Exercise Equipment

Elliptical cross trainer equipment (creates less impact on the knees), body fat analyzer, 8 dumbbell weights, 4 exercise balls, 4 exercise mats, step stretch, adjustable bench, bow flex plates kit, 2 dance pads, ball stacker set, and exercise video. Total for all exercise equipment is \$3,300.00.

#### Laptop Computer

This type of computer is needed to be used in conjunction with the LCD projector that will be used by the Diabetes Educator for presentations. Cost is \$1,500.00.

#### LCD Projector

This equipment will be used by the Diabetes Educator for presentations. Cost is \$1,200.00.

#### Educational & Outreach Supplies

Various printed literature, books, videos, pamphlets, pens, bottled water, little promotional items will be needed to hand out at various health fairs, events, and to various groups to educate and promote health. Funds allocated are \$3,000.00.

#### Office Supplies

General office supplies are essential in order to properly maintain client records, financial records, and all reporting requirements. General office supplies include file folders, labels, writing pads, pens, paper clips, toner, etc. \$1,200.00 will be included in this budget.

#### Supplies for Monthly Wellness Meetings

An allocation of \$200.00 has been made towards teaching tools that will be used by the Diabetes Educator during the monthly wellness classes. (\$200.00 x 12 months = \$2,400.00)

#### Medical Supplies - Clinic

An allocation has been made for purchasing medical supplies for our clinic such as alcohol wipes, strips for glucometers, paper sheets, gloves, gowns, etc., in the amount of \$3,000.00.

# Example of a Budget Justification

## C. Supplies: \$18,600.00

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# Comparing the Budget Justification to the Line Item Budget



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# Review your Budget

## Ask yourself:

- Does the budget match the scope of work described in the Project Narrative?
- Is each item adequately specified and justified?
- Is the Budget Narrative within the guidance on 7 page limit?
- Does the total funding amount match between SF 424A, and the line item budget and the justification total?
- Is the budget reasonable and realistic?

# Tips to Improve your Budget

- Ensure you have the correct total dollar amount for your budget.
- Personnel identified in budget match the paid staff listed in the project narrative.
- Make sure that your budget aligns with the:
  1. Best Practice
  2. Other Activities/Services not related to Best Practice
  3. Diabetes Audit improvements

# Tips to Strengthen Your Application

- Identify who, where, what and when for the Best Practice activities and services. Be specific.
- Be consistent –the budget narrative should reflect the program activities and services.
- Review a copy of the entire application to ensure accuracy and completeness. Use the Application Checklist.
- Invite others to proofread the application.

# 10 Questions for a Successful Grant Application

Does your program:

1. Address diabetes prevention and/or treatment?
2. Align with stated funding priorities and eligibility guidelines?
3. Offer new or innovative ideas or does it build upon past success?
4. Have the ability and/or experience necessary to accomplish the proposed project?
5. Have the leadership that supports the local SDPI program's goals and objectives?

# 10 Questions for a Successful Grant Application

Does your program:

6. Provide a clear plan of action?
7. Have a budget that is accurate, reasonable, and consistent with the project narrative?
8. Identify plans for collaborating and forming partnerships?
9. Identify and describe a reasonable target group?
10. Have all application documents completed?

# Application Resources

- [SDPI Training webpage](#) – Upcoming and recorded webinars.
- [Grants.gov](#) – Web-based system where 2023 grant application will be submitted.
- [DGM website](#) – policies, forms.

# Stay in Touch

- SDPI Grantee email list
  - send a request to be added to [sdpi@ihs.gov](mailto:sdpi@ihs.gov)
  - Emails will provide latest updates, webinars, and resources.
- [ADC Directory](#)
  - Stay in touch with your ADC for guidance and local training opportunities/resources.
- [Division of Grants Management/Grants Management Specialist](#)
  - May provide further guidance on the 2023 application process.

# Grant Writing Resources

- Community Toolbox: Toolkit #14. Applying for Grants  
<https://ctb.ku.edu/en/applying-for-grants/examples>
- The Community Guide: <https://www.thecommunityguide.org/>
- Grants Learning Center:  
<https://www.grants.gov/web/grants/learn-grants.html>

# Education Materials and Resources



DDTP Online Catalog:

<https://www.ihs.gov/Diabetes/education-materials-and-resources/>

- Culturally relevant materials for patients and clients.
- Tip sheets, A River Runs Through Us 90-Day Journal for Wellness, My Native Plate, and more!
- Order or download Free copies!

Diabetes Education Lesson Plans:

<https://www.ihs.gov/diabetes/clinician-resources/diabetes-education-lesson-plans/>



# Contact Info: DGM (Updated May 2022)

- IHS Division of Grants Management
  - Website: [www.ihs.gov/dgm](http://www.ihs.gov/dgm)
  - Main line: 301-443-0243

IHS Division of Grants Management – Grants Management Specialists (GMS)		
IHS Area	GMS	GMS Email
Albuquerque	Donald Gooding	Donald.gooding@ihs.gov
Phoenix	Willis Grant	Willis.grant@ihs.gov
Nashville, Tucson	Andrew Diggs	Andrew.diggs@ihs.gov
Great Plains, Portland, Oklahoma City	Cherron Smith	Cherron.smith@ihs.gov
Alaska, Bemidji, Billings	Patience Musikikongo	Patience.musikikongo@ihs.gov
California, Navajo, Urban	Pallop Chareonvootitam	Pallop.chareonvootitam@ihs.gov

# Questions?

- [www.ihp.gov/diabetes/](http://www.ihp.gov/diabetes/)
- [www.ihp.gov/sdpi/](http://www.ihp.gov/sdpi/)