



SDPI 2021 Supplemental Opportunity

Opportunity to Request 2021 Supplemental Funds

- The SDPI grant offsets implemented in FY 2020 and some prior year grant and administrative funds can now be used for other SDPI activities.
- SDPI grantees may submit requests by **Friday, August 13th** 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.
2. A budget and budget narrative covering just the one-time SDPI grant supplement funds (it is not necessary to include the grants entire FY 2021 budget in this request).

These steps and instructions are available on the [SDPI Application/Report Information webpage](#).

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 must be submitted on or before August 13, 2021. For questions, please contact your [GMS](#).**



Special Diabetes Program for Indians (SDPI)

Grant Writing Basics and Budget for 2022 SDPI Application

IHS Division of Diabetes Treatment and Prevention

June 23, 2021

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
- UIO = Urban Indian Organization

Today's Webinar

Focus is to prepare for the 2022 Competing Continuation Grant Application

Topics:

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

The SDPI Application for 2022 Will Be a Competing Continuation Process

New Grant Cycle (2022 – 2026)

Information on the Competing Continuation Process

- Applicants “compete” to achieve something.
- Applicants do **NOT** compete against one another.
- **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!
- A Competing Continuation Process begins with a **Notice of Funding Opportunity (NOFO).**

The 2022 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:
 - Tribal Letter of Support
 - 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 Competing Continuation Application Process

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

1. **DUNS Registration** (Data Universal Numbering System)
2. **SAM.gov** (System for Award Management)
3. **AOR** (Authorized Organization Representative)
4. **Grants.gov**

Make sure that these are now current and remain up-to-date throughout the 2022 application process.

Review Your 2016 and 2021 Applications

- Both applications can be found in GrantSolutions (look at grant history).
- Your 2016 application is the last application your program submitted during a **Competing** Process.
- Your 2021 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 2022 SDPI Competing Continuation Grant 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 Competing Continuation 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 2022 such as;
 - Selecting a Best Practice and Target Group.
 - Identifying Diabetes Audit improvements.

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
- 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

The Budget Narrative consists of two parts:

1) Budget Line Items

2) Budget Justification:

- A brief justification for each budget item

- Describes the need and relevancy to the proposed project

- Supports the project activities/services

- Aligns with IHS cooperative agreement--To provide diabetes treatment and/or prevention activities and/or services (also referred to as “activities/services”) for AI/AN communities.

Creating a Budget Narrative

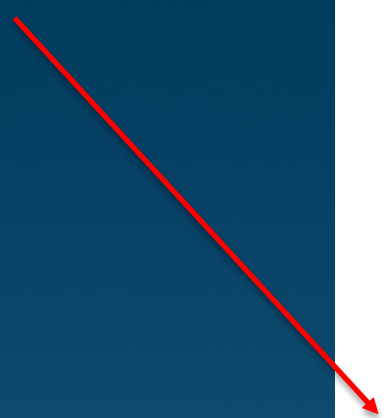
- Match the scope of work described in the Project Narrative.
- Address the proposed project including activities/services.
- Reflect reasonable and allowable costs.
- Aim for the budget to be accurate, reasonable, and consistent to strengthen the application.

Budget Narrative

The Budget Narrative consists of two parts:

1. Line Item Budget
2. Budget Justification

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

A. Personnel	
Program Coordinator	40,000
Administrative Assistant	6,373
CNA/Transporter	6,552
Mental Health Counselor	<u>5,769</u>
Total Personnel:	58,694
B. Benefits:	
Program Coordinator	14,000
Administrative Assistant	2,231
CNA/Transporter	2,293
Mental Health Counselor	<u>2,019</u>
Total Fringe Benefits:	20,543
C. Supplies:	
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>
Total Supplies:	18,600
D. Training and Travel:	
Local Mileage	1,350
Staff Training & Travel -Out of State	<u>2,400</u>
Total Travel:	3,750

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

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

G. Other Direct Costs:	
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>
Total Other Direct Costs:	38,493

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. 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 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.
 - [SDPI Application Preparation Checklist](#) [PDF – 162 KB]
- [Grants.gov](#) – Web-based system where 2022 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
 - 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 2022 application process.

Grant Writing Resources

- Community Toolbox: Toolkit #14. Applying for Grants
<https://ctb.ku.edu/en/applying-for-grants/examples>
- How to Write a Grant Proposal. Appalachian Regional Commission
<https://www.arc.gov/funding/howtoWriteaGrantProposal.asp>
- Grants Learning Center:
<https://www.grants.gov/web/grants/learn-grants.html>

Free Resources From DDTP!

- [Diabetes Education Lesson Plans \(9 topics\)](#) - These lesson plans offer culturally relevant materials that are adaptable for individual or group sessions and can complement existing diabetes education curricula.
- [Integrating Case Management Into Your SDPI Diabetes Best Practice](#) [PDF – 290 KB] – Use this Case Management guide to assist you in meeting the health needs of individuals in your clinic and community diabetes programs.



Contact Info: DGM (Back to Regular Contacts)

- IHS Division of Grants Management
 - Website: www.ihs.gov/dgm
 - Main line: 301-443-0243

IHS Division of Grants Management – Grants Management Specialists (GMS)			
IHS Area	GMS	GMS Email	GMS Phone
Albuquerque, Nashville, Navajo, Phoenix, Tucson	John Hoffman	John.hoffman@ihs.gov	301-443-2116
Great Plains, Portland, Oklahoma City	Cherron Smith	Cherron.smith@ihs.gov	301-443-2192
Alaska, Bemidji, Billings	Patience Musikikongo	Patience.musikikongo@ihs.gov	301-443-2059
California and Urban	Pallop Chareonvootitam	Pallop.chareonvootitam@ihs.gov	301-443-2195

Questions?

- www.ihp.gov/diabetes/
- www.ihp.gov/sdpi/