



SDPI 2024 Grant Application Kickoff

IHS Division of Diabetes Treatment and Prevention

July 20, 2023

SDPI – Commonly Used Abbreviations

- AI/AN = American Indian/Alaska Native
- ADC = Area Diabetes Consultant
- Diabetes Audit = IHS Diabetes Care and Outcomes Audit
- Best Practice = SDPI Diabetes Best Practice
- DDTP = IHS Division of Diabetes Treatment and Prevention
- DGM = IHS Division of Grants Management
- GMS = Grants Management Specialist
- NoA = Notice of Award
- SDPI = Special Diabetes Program for Indians

What this webinar will cover

1. Updates/reminders
2. 2024 Grant Application Materials
3. Due date
4. How much to apply for
5. Submitting the Grant Application
6. Screening and Review
7. Questions

2022 Annual (Final) Progress Report

- Due Date Reminder
 - April 30, 2023: if No Cost Extension (NCE) not requested.
 - July 31, 2023: if approved a 3-month NCE.
 - Otherwise: 120 Days after last day of NCE period
- Older Annual Progress Reports
 - Required to be submitted
 - May be incorporated in the 2022 report (Grant Note should clearly state this).
 - Otherwise, contact sdpi@ihs.gov for any previous templates.
 - Contact your [Area Diabetes Consultants](#) for any questions.



Basics of SDPI

- New to SDPI?
- Need a refresher?
- Visit or revisit “Welcome to SDPI, Here are the Basics for 2023 and Beyond” on the SDPI Training webpage, under [Recorded SDPI Webinars](#)

2/21/2023	Welcome to SDPI, Here are the Basics for 2023 and Beyond  Presenter: Melanie Knight Duration/Topics: 57 minutes <ul style="list-style-type: none">• Basics: 2:10• Plans for 2023 (and beyond): 29:48• Questions: 36:37	<ul style="list-style-type: none">• Slides [PDF – 2 MB]	<ul style="list-style-type: none">• SDPI Basics• Tips for New Project Directors
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2024 SDPI Grantee Conference

When: August 2024

Where: Albuquerque, NM

More details will be coming soon.

Poll Questions

Introducing a New Best Practice for 2024: Diabetes Prevention

[About IHS](#) / [Special Diabetes Program for Indians \(SDPI\)](#) / [SDPI Grant Resources](#) / [Best Practices](#) / Diabetes Prevention

Special Diabetes Program for Indians (SDPI)

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[SDPI Basics](#)

[Program Spotlights](#)

[Toolkits](#)

[SDPI Outcomes System \(SOS\)](#)

[Audit/SOS Login](#)

[Fact Sheets and Publications](#)

[SDPI Reports to Congress](#)

[Tribal Leaders Diabetes Committee \(TLDC\)](#)

Diabetes Prevention

Importance

Healthy eating, regular physical activity, and reducing weight can help prevent type 2 diabetes.

Required Key Measure

Must be reported by grantees that select this Best Practice.

Number and percent of adults and/or youth in your Target Group who participate in a diabetes prevention program that addresses: 1) nutrition, 2) physical activity, and 3) weight loss.*

* The program activities/services must address all 3 components

- **Improvement:** Increasing the number and percent of individuals in your Target Group who achieve this measure shows improvement.
- **Timeframe:** The timeframe for collecting data on the Required Key Measure will be January 1st to December 31st.
- **Data Collection:** For more information on data collection and reporting, see the [SDPI Outcomes System \(SOS\)](#).

Target Group Guidance

Select your Target Group* from adults and/or youth who are at risk for developing diabetes

* Excludes individuals who are pregnant and/or have diagnosed diabetes.

Upcoming SDPI Webinars



Date	Time	Topic
Tuesday August 1, 2023	3-4pm ET (2 CT / 1 MT / 12 PT / 11 AKT)	Optional Webinar SDPI 2024 Best Practice and Target Group Overview
Thursday August 10, 2023	3-4pm ET (2 CT / 1 MT / 12 PT / 11 AKT)	Q&A Webinar
Thursday August 24, 2023	3-4pm ET (2 CT / 1 MT / 12 PT / 11 AKT)	Q&A Webinar



Upcoming SDPI Outcomes System (SOS) Webinars



Date	Time	Optional WebinarTopics
Thursday September 7, 2023	3-4pm ET (2 CT / 1 MT / 12 PT / 11 AKT)	SOS Overview
Thursday September 28, 2023	3-4pm ET (2 CT / 1 MT / 12 PT / 11 AKT)	Using the Individual Tool in the SOS
Thursday October 19, 2023	3-4pm ET (2 CT / 1 MT / 12 PT / 11 AKT)	Using Electronic Medical Record (EMR) System/WebAudit for SOS Required Key Measure (RKM) Data Submission
Thursday December 14, 2023	3-4pm ET (2 CT / 1 MT / 12 PT / 11 AKT)	SOS 2023 Final RKM Data Submission and Review
Thursday January 11, 2024	3-4pm ET (2 CT / 1 MT / 12 PT / 11 AKT)	SOS 2024 Baseline RKM Data Submission and Review

Funding for FY 2024

- Current SDPI funding (FY 2023) will expire on September 30, 2023.
- Availability of SDPI FY 2024 funding may not be known by the application due date (September 1, 2023).
- In anticipation of the reauthorization of SDPI funding, the application process will proceed on schedule
- All SDPI grantees who received funds in 2023 must submit a continuation application for 2024.



Preparing the Grant Application

Application Materials

- On the [SDPI 2024 Grant Application](#) webpage
 - Project Narrative Template and Audit Reports guidance
 - Webinars
 - Checklist (coming soon)
- In [GrantSolutions](#)
 - Application Kit
 - SF-424 and 424A
- Grantee Prepared/Acquired
 - Budget Narrative
 - Indirect Cost Rate Agreement (if applicable)

2024 Project Narrative

The template is provided as an option for submitting the required information. Alternatively, all required information from the template can be provided on a separate document.

Tips for using template to prepare a successful (and complete) Project Narrative:

- Download (Save) a copy of the Project Narrative template to your computer.
- Ensure that all contributors are using Adobe Reader or Pro software to complete.
- Save the completed document – do not print and/or scan.
- Proofread to ensure all fields are completed and to minimize grammatical/spelling errors.

SDPI Diabetes Best Practice Requirement

- Applicants must select one Best Practice for 2024.
 - **May select a different Best Practice and/or Target Group from 2023.**
 - Applicants may propose using some of their SDPI funds for diabetes-related activities outside of their selected Best Practice.
- Emphasis is on providing data to show that improvements are being made.
 - Most RKMs are tied to the Diabetes Audit.
 - RKM data will be collected for the selected Target Group.
 - RKM data must be submitted using the SDPI Outcomes System (SOS).
- The SOS can only accept data for one Best Practice.

Selecting a Diabetes Best Practice

For the 2024 application, grantees may propose to:

1. Continue work on the same Best Practice selected in their 2023 funding application. This could include:
 - Continuing 2023 activities or proposing new ones.
 - Continuing with the same Target Group or proposing a new one.

OR

2. Select a different Best Practice with an appropriate Target Group that may be different than the Target Group for 2023.

2023 SOS RKM Data Summary Report

Submit a copy of your program's 2023 RKM Data Summary Report from the SOS, which includes the following:

- Your program's selected Best Practice
- Target Group number
- Target Group description
- RKM baseline data

Diabetes Audit Requirements

- SDPI grantees are expected to participate in and/or be aware of the results from the Annual Diabetes Audit for their local facility.
- Grantees are required to submit a copy of their Annual Diabetes Audit Reports for 2022 and 2023 as part of their Grant Application.
 - For most grantees, Diabetes Audit Reports can be obtained via the WebAudit either directly or by requesting the reports from their local facility or ADC.
 - New programs are only required to submit the 2023 Annual Audit Report.

Diabetes Audit Requirements

- In addition, grantees must review and report on results from the Annual Diabetes Audit Reports in their Project Narrative (Part B).
 - Alternative guidance is provided for those that do not have both 2022 and 2023 Audit Reports.

Diabetes Audit Waivers

- A very small number of grantees were given waivers exempting them from participation in the 2023 Annual Diabetes Audit.
 - Waivers were sent via email to key contacts and uploaded as a grant note in GrantSolutions.
- Grantees that received waivers should:
 - Submit a copy of the waiver in lieu of the Diabetes Audit Reports.
 - Follow the alternative instructions in Part B of the Project Narrative.
- If you have any questions, contact your [ADC](#).

Due Date

SDPI FY 2024 Application Due Date

September 8, 2023



How much to apply for

Funding for 2024

- Grantees should apply for the same amount of funding that they received in 2023.
- The proposed budget and Budget Narrative should be based on this amount.
- If you have any further questions, contact your [Grants Management Specialist](#).

Submitting the Application

Submitting Your Application into GrantSolutions

1. Log into [GrantSolutions](#).
2. Click on “Apply for Non-Competing Award”; this link will be available under “My Grants List”.
3. Complete online forms and upload file attachments for each enclosure in the application kit.
4. Once forms and uploads are complete, verify, then submit your application using the buttons and prompts provided on the GrantSolutions screen.

See the GrantSolutions [Grantee Support and Reference](#) webpage for additional information about this process. Contact your [Grants Management Specialist](#) with any questions.

Review of Applications

Application Screening

- All applications will be screened for adherence to the instructions from the DGM and the Division of Diabetes, including submission of all required documents.
- Applicants who do not submit all required documents in the correct format may be contacted to provide the missing or revised documentation before their application can be reviewed.
 - This may result in a delayed Notice of Award (NoA) and/or Special Grant Conditions on their NoA issuing funds for 2024.

Application Review

Grant applications that pass screening will be reviewed by the Program Officer, or their designee, based on the following:

- Compliance with Terms and Conditions outlined in the 2023 Notice of Award
- Satisfactory business (fiscal) review of the 2024 application
- Satisfactory programmatic review of the 2024 application, including:
 - Completeness of information from the Project Narrative template.
 - Submission of baseline data into the SOS.
 - Documented plan for continued work and evaluation in 2024.

Application Review (cont'd)

- Grantees with applications that are approved with restrictions will have Special Grant Condition(s) placed on their 2024 Notice of Award.
- Special Grant Conditions are notes added onto the Notice of Award that describe missing documentation or revisions needed.
- Some Special Grant Conditions may also place funding restrictions until specified documents or revisions are submitted and approved.

Recap: Application Resources

- [SDPI Application webpage](#): Project Narrative template, checklist, webinar access, and recordings.
- [GrantSolutions.gov](#) – Web-based system where application will be submitted.
- [DGM website](#) – policies, forms.
- Connect with a human
 - [ADC Directory](#) – detailed or program-specific questions.
 - DDTP – SDPI Team (sdpi@ihs.gov) for questions on SOS, Project Narrative. WebAudit Team (diabetesaudit@ihs.gov) for questions on Annual Diabetes Audit Reports.
 - [Grants Management Specialist](#) – budget narrative, forms, GrantSolutions.



Questions

Contact Info: DGM

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

IHS Area	GMS Name	Email
Albuquerque, Phoenix	Donald Gooding	Donald.gooding@ihs.gov
Navajo, 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, Nashville, and Urban	Pallop Chareonvootitam	Pallop.Chareonvootitam@ihs.gov



Thank You!