

STATE OF WYOMING
DEPARTMENT OF HEALTH
PUBLIC HEALTH DIVISION
CHRONIC DISEASE PREVENTION PROGRAM
6101 YELLOWSTONE ROAD, SUITE 510
CHEYENNE, WY 82002

REQUEST FOR APPLICATION
NO. CDPP006

DIABETES PREVENTION GRANT

OPENING DATE
October 21, 2019

APPLICATION SUBMISSION CLOSING DATE
November 25, 2019
11:59 PM (MST)

DEPARTMENT OF HEALTH REPRESENTATIVE: AUDRIANNA MARZETTE
TELEPHONE NO.: (307) 777-7356

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FUNDING OPPORTUNITY OVERVIEW

1. DESCRIPTION:

The Wyoming Department of Health (WDH) Chronic Disease Prevention Program (CDPP) is accepting applications for a Diabetes Prevention Grant designed to assist Wyoming organizations with the implementation of a sustainable Diabetes Prevention Program (DPP). Organizations who are awarded the grant will be required to plan and implement a DPP and apply for CDC recognition of their program.

2. RATIONALE:

Prediabetes is a serious health condition that affects one out of three adults in the United States (U.S.). Nine out of ten people with prediabetes do not even know they have it. Having prediabetes means blood glucose (sugar) levels are higher than normal, but not high enough to be diagnosed as diabetes. Someone with prediabetes is at risk of developing heart disease, stroke, and type 2 diabetes. Type 2 diabetes is a serious and costly disease, and is currently the seventh leading cause of death in the U.S.¹

People with the following risk factors are at a higher risk than others for prediabetes and type 2 diabetes:

- Overweight
- 45 years of age or older
- Family history of type 2 diabetes
- Physical inactivity
- History of gestational diabetes

Additionally, certain races and ethnicities are at higher risk for developing prediabetes and type 2 diabetes, including African Americans, Hispanic/Latino Americans, American Indians, Pacific Islanders, and some Asian Americans.¹

The National DPP was developed based on research led by the National Institutes of Health (NIH). A NIH randomized-controlled trial showed that people with prediabetes who participated in a lifestyle change program and achieve 5-7% weight loss reduced their risk of developing type 2 diabetes by 58% (71% for people over 60 years old). Additionally, participants who completed a DPP were one third less likely to develop type 2 diabetes even ten years after completion of the program. The National DPP is a year-long program that uses trained lifestyle coaches to deliver educational sessions in a group setting.¹ Additional information about the National DPP can be found on the CDC website at <https://www.cdc.gov/diabetes/prevention/index.html>.

References:

1. CDC National Diabetes Prevention Program Website <https://www.cdc.gov/diabetes/prevention/index.html>. Accessed on December 13, 2017.

3. OBJECTIVE:

The objective of this grant is to increase access to CDC-recognized lifestyle change programs for the primary prevention of type 2 diabetes in Wyoming communities.

4. ELIGIBLE APPLICANTS:

The CDPP is seeking applications from Wyoming organizations that are in good standing with the Wyoming Secretary of State and registered on SAM.gov. Organizations must not currently have a CDC-recognized DPP. Any funded applicant must have a fiscal agent through which grant funds can be allocated. Awardee may serve as their own fiscal agent. Awardees will be held responsible for the performance of the contract. Awardees must report to the CDPP.

5. FUNDING AVAILABLE AND NUMBER OF AWARDS:

Total funding available for this RFA is forty-five thousand dollars (\$45,000.00). Funding will be awarded to three (3) applicants with a maximum award amount of fifteen thousand dollars (\$15,000.00) per award. Applicants are not guaranteed maximum amount of funding and prospective recipients are expected to submit a budget that is appropriate for the project plan and scope.

6. RFA APPLICATION DETAILS:

Applications will be accepted through November 25, 2019 at 11:59 PM Mountain Standard Time. Only completed applications will be accepted. Requests for deadline extensions will not be considered.

QUESTIONS:

Applicants will be allowed the opportunity to email questions regarding this funding opportunity through November 13, 2019. All questions should be submitted to Audrianna Marzette, Chronic Disease Prevention Specialist, at audrianna.marzette@wyo.gov. Answers to all questions will be posted publically on the CDPP website. Please include “RFA: Question” in the email subject line.

OPTIONAL APPLICANT CALL:

Applicants will have the option to participate in an optional applicant call. The call will take place on October 30, 2019 from 11:00 AM to 12:00 PM. Register in advance for the applicant call: After registering, you will receive a confirmation email containing information about joining the call.

<https://www.google.com/url?q=https://zoom.us/j/515220876?pwd%3DCTXIZeGlzUWdiOVIaUkFOdEINeWNqdz09&sa=D&ust=1570469915881000&usg=AOvVaw1qoAS3ngSR60a0EuNSgPhy>

SUBMITTING COMPLETED APPLICATION:

Applicants should submit a completed application via email to Audrianna Marzette, Chronic Disease Prevention Specialist, at audrianna.marzette@wyo.gov. Please submit a single PDF document and include “RFA: Application Submission” in the email subject line. Applications must be submitted by November 25, 2019 at 11:59 PM Mountain Standard Time.

Following submission, applicants will receive a confirmation email verifying receipt of the application within 2 business days.

NOTIFICATION OF AWARD OR NONAWARD:

Applicants will receive written notice by December 16, 2019 as to whether the application has been approved to be funded wholly, in part, or not funded. Selected applicants will begin the contract process with the CDPP. All funded activities must be completed within the term of the contract.

7. TERM OF CONTRACT:

The anticipated contract term for the Diabetes Prevention Grant is February 15, 2020 through June 29, 2020. **Awardees will be required to expend grant funds by June 29, 2020.** There will be no opportunity for renewal of funding.

8. NON-APPROVED USE OF FUNDS:

The CDPP will not be able to fund programs that are not part of a strategic plan that addresses the objectives of this grant. Below is a list of examples of activities and other items that are not allowable under the grant. This list is not all inclusive and all programmatic activities must be approved by the CDPP.

- 8.1 One time activities or event that are not considered evidence based, such as assemblies, speakers, “fun runs,” etc. Additionally, community gardens, farmers markets, greenways, or other similar developments cannot be funded.
- 8.2 Programs funded through other sources; supplanting funds.
- 8.3 Direct service to clients/constituents, e.g., medical nutrition therapy sessions with a dietitian.
- 8.4 Provision of professional development by unqualified individuals or use of programs that do not have a strong evidence base e.g., promoting a specific dietary supplement or for-profit exercise program. Programmatic activities must be approved by the grantor. Please see “resources” section below for examples of evidence-based programmatic activities.
- 8.5 Capital construction projects or purchase of building or other long-term funds.

- 8.6 Purchase of computers, other technological devices (e.g., iPad), or office equipment other than standard consumable supplies.
- 8.7 Payment of expenses for lobbying.
- 8.8 Food and beverages of any type for any meeting or event.
- 8.9 Gifts, prizes, or other compensations for trainees or participants.

9. RESOURCES:

The following web links provide some resources that may be helpful:

“CDC National Diabetes Prevention Program”

<https://www.cdc.gov/diabetes/prevention/index.html>

“Prevent Diabetes STAT”

<https://preventdiabetesstat.org/>

“National Diabetes Prevention Program Coverage Toolkit”

<http://www.nationaldppcoveragetoolkit.org/>

“Diabetes Prevention Program Cost Saving Calculator”

<https://ama-roi-calculator.appspot.com/>

“Diabetes Prevention Impact Toolkit”

<https://nccd.cdc.gov/Toolkit/DiabetesImpact>

“Centers for Disease Control and Prevention Diabetes Data and Statistics”

<https://www.cdc.gov/diabetes/data/>

10. TIMELINE:

October 21, 2019	RFA opens
October 30, 2019	Optional Applicant Call, 9:30 AM – 10:30 AM
November 13, 2019	Last day to submit questions
November 25, 2019	Applications Due by 11:59 PM (MST)
December 16, 2019	Applicants notified in writing of acceptance/rejection
February 15, 2020	Estimated start of contract

11. RESERVED RIGHTS:

The CDPP reserves the right to:

- 11.1 Reject any or all applications received in response to this RFA;
- 11.2 Not make an award to any applicant who is not in good standing at the time a contract is awarded;
- 11.3 Withdraw the RFA at any time, at the agency's sole discretion;
- 11.4 Make an award under this RFA in whole or in part;
- 11.5 Negotiate with the successful applicant within the scope of the RFA in the best interests of the State;
- 11.6 Disqualify any applicant whose conduct and/or application fails to conform to the requirements of this RFA;
- 11.7 Seek clarifications and revisions of applications;
- 11.8 Use historic information obtained through site visits, business relationships, and the State's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFA;
- 11.9 Amend the RFA to correct errors or oversights, or to supply additional information as it becomes available;
- 11.10 Change any of the scheduled dates;
- 11.11 Eliminate any mandatory, non-material specification that cannot be met by all of the prospective applicants;
- 11.12 Waive any requirement that is not material;
- 11.13 Conduct contract negotiations with the next responsible applicant, should the CDPP be unsuccessful in negotiating with the selected proposer;
- 11.14 Utilize any and all ideas submitted in the applications received;
- 11.15 Require correction of simple arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an application and/or to determine an applicant's compliance with the requirements of the solicitation; and
- 11.16 Cancel or modify contracts due to the insufficiency of appropriations.

12. APPLICATION REVIEW PROCESS:

Applicants will be evaluated based upon the weighted evaluation factors described in Appendix B. A group of reviewers will be established to evaluate all completed applications and make recommendations based upon final scores. The CDPP may contact an applicant for clarification or questions related to the application.

APPLICATION

1. GENERAL FORMAT REQUIREMENTS:

Applications must follow the general requirements when submitting to this RFA:

- 1.1. Application must be typed in Times New Roman, no smaller than 11 point font, with 1 inch margins on standard paper (8.5" x 11").
- 1.2. Applications must be organized by sections (in bold) labeled below.
- 1.3. Applications must be submitted as a single PDF file and include all application requirements.

2. APPLICATION REQUIREMENTS:

2.1. **Cover Sheet.** Please include the following applicable information in your cover sheet: (1 page maximum)

- a. Name of Applicant Organization (as registered with the Wyoming Secretary of State)
- b. Tax ID
- c. DUNS Number
- d. Physical Address of Applicant Headquarters
- e. Mailing Address of Applicant Headquarters (if different)
- f. Name of Contact Person
- g. Title of Contact Person
- h. Phone of Contact Person
- i. Fax of Contact Person (if available)
- j. Email of Contact Person
- k. Name of Authorized Signatory Person
- l. Title of Authorized Signatory Person
- m. Email of Authorized Signatory Person

2.2. **Proof of SAM.gov registration.** Provide a copy or printout of SAM.gov registration. This is required for all entities receiving federal funds.

2.3. **Abstract.** Provide a summary of this application, which includes a description of: (1 page maximum)

- a. An overview of the organization that will offer the DPP.
- b. Organizational members involved in developing this application and implementing the DPP.
- c. The need for a DPP in the organization's community.
- d. The desired short- and long-term outcomes of a DPP at the organization.
- e. A brief explanation of your organization's plans for evaluation and sustainability.

- 2.4. **Needs Assessment.** Provide a brief summary justifying the need for a DPP in your community. Include data on priority population (population subgroups who experience racial/ethnic or socioeconomic disparities, including inadequate access to care, poor quality of care, or low income), disease incidence and/or prevalence rates, health risk factors, and available services related to diabetes prevention. Include an explanation of how a DPP offered by your organization would fill this need. (1 page maximum)
- 2.5. **Organizational Capacity.** Complete the 2018 CDC Diabetes Prevention Recognition Program Organization Capacity Assessment (Appendix A). Attach the completed assessment to your application. In addition, attach the resumes or CVs of key personnel who will be involved in the planning, implementation, and evaluation of your DPP. (no page limit)
- 2.6. **Approach.** In narrative form, discuss the overall strategy to accomplish the aims of the project. Discuss potential problems, alternative strategies, and benchmarks for success. Throughout this narrative, explain your answers to each of the capacity questions listed on the assessment, including a plan on how to remedy any “no” or “unsure” answers. You may supplement your narrative with tables, timelines, or other tools to outline project approach. Additional questions to consider when writing your approach include: (10 page limit)
- a. **Personnel Availability.** How will you ensure that at least one Lifestyle Coach will be available for training sessions?
 - b. **Standardized Curriculum.** What curriculum will you implement in your DPP?
 - c. **Program Delivery.** Do you have a location, schedule, and staff available to deliver the program? What are the logistics?
 - d. **Confidentiality.** What is your plan for maintaining a confidential patient record for each participant?
 - e. **Comprehensive Marketing Plan.** How will you promote both awareness of prediabetes and the National DPP for both populations at high risk for type 2 diabetes and for the providers and health systems that provide services and support to individuals at high risk for type 2 diabetes? The marketing plan should include goals and objectives, audiences, strategies and partners, messaging, marketing mix (products, price, place, promotion), and evaluation.
 - f. **Eligibility Criteria.** What is your procedure to identify participants that meet the eligibility criteria?
 - g. **Participant Commitment and Retention.** Will you have a process to assess enrollee readiness for change? What strategies will you employ to maintain a high retention rate of participants?
 - h. **Participation Barriers.** How your organization will remove participation barriers for priority populations by supporting resources/services such as childcare or transportation vouchers if support from network partners for these items is not available?
 - i. **Incentives.** Will your program use incentives to support participants in achieving the goals of the National DPP within the context of the curriculum, focusing on diet and physical activity behavior modification?
- 2.7. **Timeline.** Include a timeline detailing key milestones for how you will start the program no later than June 29, 2020 and deliver it through the contract term. The timeline should include

when you plan to submit an application for CDC-recognition and your tentative class schedule.

- 2.8. **Sustainability.** Describe the intended plan for sustaining the DPP both during and after the funding period. Please include details on how you plan to make the program financially sustainable, including plans for billing insurance (public and/or private). Keep in mind that grant funds should not be used as a long-term funding source for the delivery of lifestyle change programs. (2 pages maximum)
- 2.9. **Evaluation.** Describe your plans to implement a multi-level evaluation system to ensure continuous quality improvement and ongoing methods for monitoring the progress of your proposed program. This section must include the methods, techniques, and tools used to: 1) monitor whether the program is being implemented as planned, as well as identify processes for corrective actions if necessary; 2) monitor and track progress on the program’s outcomes and objectives; 3) ensure program data is collected and reported in a timely and accurate manner; and 4) compile a final report summarizing the implementation and final outcomes of the overall program. (4 pages maximum)
- 2.10. **Budget Narrative.** Use the template provided to describe and justify your proposed expenses. Expand as needed. Recipients will be required to attend a 3-day chronic disease conference in Wyoming in fall 2020 and should budget for 1 program staff to attend. This includes staff working as a Lifestyle Coach or Program Coordinator.

Expense Category	Item Description	Justification	Estimated Cost for Term of Grant
Personnel Salaries			
Consultant Costs			
Administrative Costs (capped at 10% of total award)			
Marketing			
Office/Gym Space			
Classroom and Education Materials			
Participant Supplies			
Minor Equipment			

Travel			
Other (specify)			
		Total Cost:	

2.11. **Letters of Support.** Attach a minimum of three letters of support from providers in your community who have agreed to make referrals to your program. These letters should explain how the provider commits to screen, test, and refer eligible patients to your DPP.

CERTIFICATION OF AUTHORIZATION

By submission of an application, the proposer certifies:

Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.

No attempt has been made nor will be by the proposer to induce any other person or firm to submit, or not to submit, a proposal for the purpose of restricting competition.

The person signing this proposal certifies that he/she is authorized to represent the company and is legally responsible for the decision as to the price and supporting documentation provided as a result of this advertisement.

Proposer will comply with all federal and state regulations, policies, guidelines and requirements.

Prices in this proposal have not been knowingly disclosed by the proposer and will not be prior to award to any proposer.

I certify to the best of my knowledge that the information contained in this application is correct. If awarded funding under this grant, I certify that this project will be conducted in accordance with funding source requirements and the assurances provided within this application.

I have been authorized by the agency's governing body to submit this application.

Signature of Authorized Agent

Date

Name of Authorized Agent

APPENDIX A: 2018 CDC Diabetes Prevention Recognition Program Organization Capacity Assessment

Introduction

The CDC Diabetes Prevention Recognition Program (DPRP) is a voluntary program for organizations interested in establishing local evidence-based lifestyle change programs for people at high risk for type 2 diabetes. Organizations interested in applying to become a CDC-recognized diabetes prevention program are strongly advised to read the *CDC DPRP Standards and Operating Procedures* and complete this Capacity Assessment prior to applying for recognition.

Benefits of Completing the Capacity Assessment

Assessing your organization's capacity will identify areas that may need to be enhanced, prior to applying for CDC recognition, to ensure the organization is able to deliver the yearlong lifestyle change program with quality and fidelity to the evidence-based DPRP Standards and sustain the program long term. Sustainable lifestyle change programs are those that have the capacity to implement the lifestyle change program without federal, state, or local government or other non-governmental grant dollars long-term. In addition, it is necessary for the organization to have appropriate staff with the knowledge, skills, and abilities listed in the Guidelines for Staff Eligibility, Skills and Roles, and Sample Job Descriptions in the *CDC DPRP Standards and Operating Procedures* document.

Directions for Completing the Capacity Assessment

- 1) Refer to the *CDC DPRP Standards and Operating Procedures* document, available at https://www.cdc.gov/diabetes/prevention/lifestyle-program/apply_recognition.html, when completing this questionnaire.
- 2) DPRP Standards Reference - indicates the location of the relevant information in the *CDC DPRP Standards and Operating Procedures* document.
- 3) Organizational capacity assessment questions - read the question and check one box: "yes", "no", "unsure", or "Not Applicable (N/A)". The "N/A" might apply to online/virtual organizations.
- 4) Total the number of "yes", "no", "unsure", and "N/A" responses at the bottom of the questionnaire. If the total number of "no" and "unsure" responses outnumber the "yes" responses, then consider applying at a later date when your organization is ready.
- 5) For each Capacity Assessment topic with a "no" or "unsure" response, consider working with your organization's leadership to enhance your readiness before applying for recognition. Partnering with an existing CDC-recognized organization in your community or contacting CDC's DPRP for technical assistance through DPRPAsk@cdc.gov may be helpful.

Organizational Capacity Assessment for Applicant Organizations to the Centers for Disease Control and Prevention’s (CDC’s) Diabetes Prevention Recognition Program (DPRP)

Capacity Topic	DPRP Standards Reference	Organizational Capacity Assessment Questions	Yes	No	Unsure	N/A
DPRP Standards	CDC DPRP Standards and Operating Procedures	A. Have the following people from your organization read the 2018 CDC DPRP Standards and Operating Procedures (DPRP Standards)?				
		1. Leadership/management				
		2. Program Coordinator (if already hired)				
		3. Lifestyle Coach(es) (if already hired)				
Leadership and Staff Support		B. Do the following people from your organization support submission of an application for CDC recognition?				
		1. Leadership/management				
		2. Program Coordinator (if already hired)				
		3. Lifestyle Coach(es) (if already hired)				
Staff	Guidelines for Staff Eligibility, Skills and Roles, and Sample Job Descriptions	C. Does your organization have or plan to hire the following staff (at minimum) with the knowledge, skills, and abilities listed in Guidelines for Staff Eligibility, Skills and Roles, and Sample Job Descriptions of the DPRP Standards?				
		1. A Diabetes Prevention Coordinator responsible for submitting data to CDC and receiving all programmatic and data-related correspondence about the organization’s recognition status				
		2. A Lifestyle Coach responsible for implementing the yearlong CDC-approved curriculum and providing support and guidance to participants in the program				
Staff Training		D. Does your organization have a plan for Program Coordinator(s) and Lifestyle Coach(es) to offer or attend the following?				
		1. A training on delivery of a CDC-approved curriculum that includes the required content listed within the DPRP Standards (If outside training is needed, please see a list of training entities that hold Memorandums of Understanding with CDC here: https://www.cdc.gov/diabetes/prevention/lifestyle-program/staffing-training.html .)				
		2. For organizations offering online only or combination programs, training on the specific technology platform to be used to deliver the online lifestyle change program				
		3. Training on computer skills necessary for data collection and interpretation of participants’ outcomes to effectively				

Capacity Topic	DPRP Standards Reference	Organizational Capacity Assessment Questions	Yes	No	Unsure	N/A
		monitor their progress toward meeting program goals				
		4. CDC-sponsored webinar trainings on specialized topics such as program delivery (“Welcome to the DPRP”) and data submission (“Submit for Success”)				
		5. Training to comply with federal, Health Insurance Portability and Accountability Act (HIPAA), state, and or local laws governing Personally Identifiable Information (PII), including laws related to data collection, storage, use, and disclosure (CDC does not permit the transmission of PII.)				
		6. Additional refresher training or training to develop new skills needed to effectively manage and deliver the yearlong lifestyle change program				
DPRP Evaluation Data Collection and Submission	Submitting Evaluation Data to the DPRP	E. Does your organization have staff with the knowledge, skills, and tools needed to collect, enter, and submit the required DPRP evaluation data elements using a comma separated value (CSV) format to the CDC DPRP every 6 months?				
		1. If you answered “Yes” to question E. above , has your organization designated a staff member who will be responsible for collecting, entering, and submitting the required DPRP evaluation data elements to CDC every 6 months?				
		2. If you answered “No” or “Unsure” to question E. above , does your organization have a plan for training a designated staff member who will be responsible for collecting, entering, and submitting the required DPRP evaluation data elements to CDC every 6 months?				
		3. If you answered “No” or “Unsure” to question E. above , does your organization have a plan to contract with an external organization (i.e., a third party data administrator) with the knowledge, skills, and tools needed to collect, enter, and submit the required DPRP evaluation data elements on behalf of your organization to the CDC DPRP every 6 months?				
Organizational	Location and	F. For organizations offering in-person only programs:				

Capacity Topic	DPRP Standards Reference	Organizational Capacity Assessment Questions	Yes	No	Unsure	N/A
Infrastructure: In-Person Only	Delivery Mode	1. Does your organization have any designated space in which to conduct the yearlong lifestyle change program?				
		2. Does your organization provide private settings in which participants can be weighed and monitored by a Lifestyle Coach?				
Organizational Infrastructure: Online only, distance learning, or combination programs	Location and Delivery Mode	G. For organizations offering online only, distance learning, or combination programs:				
		1. Does your organization have any designated space in which to conduct the in-person portion of your combination yearlong lifestyle change program?				
		2. Does your organization have an appropriate technology platform to deliver the online version of the yearlong lifestyle change program?				
		3. Does your organization have an appropriate technology platform to allow participants to interact with a Lifestyle Coach over the yearlong lifestyle change program?				
		4. Does your organization have the ability to obtain weights via digital technology such as Bluetooth-enabled scales?				
Eligible Participants	Participant Eligibility	H. Does your organization have access to a large number of individuals at high risk for type 2 diabetes that meet the eligibility requirements listed with the DPRP Standards?				
Recruitment and Enrollment	Participant Eligibility	I. Does your organization have...?				
		1. The ability to recruit and enroll a sufficient number of eligible participants (i.e., via marketing and media outreach, partnership engagement, health fairs, etc.) to maintain an adequate number of classes over time				
		2. The capacity to offer at least one class every 12 months				
		3. Connections with health care providers, insurers, or employee wellness programs to help ensure referrals to your program				
Sustainability		J. Does your organization have a plan to sustain the yearlong lifestyle change program long-term without federal, state, or local government or other				

Capacity Topic	DPRP Standards Reference	Organizational Capacity Assessment Questions	Yes	No	Unsure	N/A
		nongovernmental grant funds?				
Tools and Resources		K. Has your organization reviewed the following downloadable tools and resources on CDC’s National Diabetes Prevention Program web site available at https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/index.html ?				
		1. Resources for Recruiting Participants available at https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/participants.html				
		2. Resources for Health Care Professionals available at https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/professionals.html				
		3. Resources for Employers and Insurers available at https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/employers.html				
		4. Resources to Encourage Participant Retention available at https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/retention.html				
		5. Spread the Word available at https://www.cdc.gov/diabetes/prevention/lifestyle-program/resources/spreadtheword.html				
Total number of boxes checked for each:						

APPENDIX B: Weighted Evaluation Factors

Component of Application	Points Available
Cover Sheet and Abstract	2
Needs Assessment	8
Organization Capacity	15
Approach	27
Timeline	3
Sustainability	20
Evaluation	10
Budget Narrative	5
Letters of Support	10
Total Possible Points	100