

STATE OF WYOMING
DEPARTMENT OF HEALTH
PUBLIC HEALTH DIVISION
CHRONIC DISEASE PREVENTION PROGRAM
122 WEST 25th STREET, 3rd FLOOR WEST
CHEYENNE, WY 82002

REQUEST FOR APPLICATION
NO. CDPP002

DIABETES PREVENTION GRANT

OPENING DATE
August 14, 2024

DEPARTMENT OF HEALTH REPRESENTATIVE: KACIE HUTTON
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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 two (2) Wyoming organizations with the implementation of a sustainable Diabetes Prevention Program (DPP). Organizations that are awarded the grant will be required to plan and implement a DPP and apply for the Centers for Disease Control and Prevention (CDC) recognition of their program.

2. RATIONALE:

In the United States, about one (1) in three (3) adults has prediabetes, and more than eight (8) in ten (10) of them don't know they have it. Prediabetes can often be reversed but without taking action, many people with prediabetes could develop type 2 diabetes within five (5) years.¹ Type 2 diabetes is a serious and costly disease, and is currently the 8th leading cause of death in the U.S.¹ Type 2 Diabetes increases the risk of serious health problems, including:

- Heart attack
- Stroke
- Blindness
- Kidney failure
- Loss of toes, feet, or legs

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 Diabetes Prevention Program was created in 2010 to address the increasing burden of prediabetes and type 2 diabetes in the United States. This national effort created partnerships between public and private organizations to offer evidence-based, cost-effective ways to help prevent type 2 diabetes. One key feature of the National DPP is the CDC-led lifestyle change program. This research-based program focuses on healthy eating and physical activity. Research shows that people with prediabetes who joined a structured lifestyle change program could cut their risk of developing type 2 diabetes by 58% (71% for people over 60 years old).¹ The National DPP is a year-long program that uses trained lifestyle coaches to deliver educational sessions in a group setting.¹

¹ CDC National Diabetes Prevention Program Website <https://www.cdc.gov/diabetes-prevention/index.html>
Accessed on July 31, 2024

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 that do not already have an established DPP.

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 or have a CDC-recognized DPP in their county. A current list of operational DPPs in Wyoming can be found at <https://health.wyo.gov/chronicdisease/diabetes-prevention-program/>. Any funded applicant must have a fiscal agent through which grant funds can be allocated. Awardees 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:

The total funding available for this RFA is twelve thousand dollars (\$12,000.00). Funding will be awarded to two (2) applicants with a maximum award amount of six thousand dollars (\$6,000.00) per award. Applicants are not guaranteed a 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 funded on a first come basis until available funding is exhausted. Only completed applications will be accepted.

QUESTIONS:

Applicants will be allowed the opportunity to email questions regarding this funding opportunity. All questions should be submitted to Kacie Hutton, Chronic Disease Prevention Specialist, at kacie.hutton1@wyo.gov. Answers to all questions will be posted publicly on the CDPP website. Please include “RFA: Question” in the email subject line.

SUBMITTING COMPLETED APPLICATION:

Applicants should submit a completed application via email to Kacie Hutton, Chronic Disease Prevention Specialist, at kacie.hutton1@wyo.gov. Please submit a single PDF document and include “RFA: Application Submission” in the email subject line. Following submission, applicants will receive a confirmation email verifying receipt of the application within two business days.

NOTIFICATION OF AWARD OR NONAWARD:

Applicants will receive written notice as to whether the application has been approved to be funded wholly, in part, or not funded within two (2) weeks of submission. 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 contract will begin when signatures are received from all parties. All funds must be spent by June 29, 2025. Projects should have sustainability in mind and continue after the initial funding period ends. There will be no opportunity for renewal of funding.

8. NON-APPROVED USE OF FUNDS:

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 events 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 buildings.
- 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 Gifts, prizes, or other compensations for trainees or participants outside of the NDPP Incentive Plan.

9. RESOURCES:

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

“CDC National Diabetes Prevention Program”

https://www.cdc.gov/diabetes-prevention/?CDC_AAref_Val=https://www.cdc.gov/diabetes/prevention/index.html

“The National Diabetes Prevention Program Customer Service Center”

<https://nationaldppcsc.cdc.gov/s/>

“National Diabetes Prevention Program Coverage Toolkit”

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

“Diabetes Prevention Impact Toolkit”

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

10. TIMELINE:

August 14, 2024	RFA opens
January 2025	DPP cohort must begin
June 29, 2025	Grant funds must be spent

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. Wyoming Secretary of State Filing 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:
 - a. An overview of the organization that will offer the DPP.
 - b. Identify the community in which the DPP will be implemented.
 - c. Identify what priority populations will be enrolled in the DPP (e.g., American Indians, older adults, rural and frontier populations, Medicare and Medicaid recipients, etc.).
 - d. Identify at minimum two (2) referral partners that will refer eligible participants to your program.
- 2.4. **Organizational Capacity.** Complete the CDC Diabetes Prevention Recognition Program Organization Capacity Assessment (Appendix A). Attach the completed assessment to your application.

2.5. **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.

2.6. **Leadership Acknowledgement.** Attach a letter of acknowledgment from your organization’s leadership that acknowledges their support of the implementation of the DPP through this grant funding and commitment to the sustainability of the DPP once grant funding is over.

2.7. **Budget Narrative.** Use the template provided to describe and justify your proposed expenses. Expand as needed. Recipients will be required to send a minimum of two (2) staff members through approved lifestyle coach training (\$649.00 per person).

Expense Category	Item Description	Justification	Estimated Cost
Salaries			
Marketing			
Training			
Participant Supplies			
Postage			
Printing			
Other (specify)			
		Total Direct Cost:	
		Indirect (Administrative Costs not to exceed 5% of the total grant award)	
		Total Cost:	

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:

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://nationaldppsc.cdc.gov/s/article/DPRP-Standards-and-Operating-Procedures>, 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 DPRP Applicant Organizations

Capacity Topic	DPRP Standard Reference	Organizational Capacity Assessment Questions	Yes	No	Unsure	N/A
DPRP Standards	CDC DPRP Standards and Operating Procedures- https://www.cdc.gov/diabetes/prevention/pdf/dprp-standards.pdf	A. Have the following people from your organization read the 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 this 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/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 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?				
Organization Infrastructure: in-person only	Location and Delivery Mode	F. For organizations offering in-person only programs:				
		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?				
Organization 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	A. a. Does your organization have 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? b. Does your organization have the capacity to offer at least one class every 12 months? c. Have you made 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 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/tools-resources.html ?				
		1. Resources to support marketing, recruiting, enrolling, and retaining participants can be found on the National DPP Customer Service Center .				
		2. Resources for Health Care Professionals available at https://www.cdc.gov/diabetes/prevention/resources/professionals.html				
		3. Resources for Employers and Insurers available at https://www.cdc.gov/diabetes/prevention/employers-insurers.htm				
Total number of boxes check for each						

APPENDIX B: Weighted Evaluation Factors

Component of Application	Points Available
Cover Sheet	10
Abstract	15
Organization Capacity	50
Sustainability	15
Budget Narrative	10
Total Possible Points	100