

# Cooperative Agreement to Support Navigators in Federally-facilitated Exchanges

## Overview of Applying for a Federal Cooperative Agreement

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All of the instructions that an eligible applicant must follow to apply for the *Cooperative Agreement to Support Navigators in Federally-facilitated Exchanges* (Funding Opportunity) are published on <https://www.grants.gov>.

The information provided in this resource is only intended to highlight key steps in the federal grant and/or cooperative agreement submission process for individuals and entities who are new to or with limited experience applying for them. It is not intended to take the place of the requirements, information, statutes, regulations, and other guidance in the Funding Opportunity that it is based upon.

### **Submission Dates and Times**

All cooperative agreement applications for this Funding Opportunity must be submitted electronically and be received through <https://www.grants.gov> by 3:00 p.m. Eastern Time on the respective due date. All applications will receive an automatic time stamp upon submission and applicants will receive an email reply acknowledging the application's receipt that contains a Grants.gov tracking number.

**Applicants should not wait until the application deadline to apply because notification by Grants.gov that the application is incomplete may not be received until close to or after the application deadline, eliminating the opportunity to correct errors and resubmit the application. Applications submitted after the deadline, as a result of errors on the part of the applicant, will not be accepted.**

### **Key Dates**

- **Letter of Intent Due Date:** N/A
- **Application Due Date:** August 9, 2018 by 3:00 p.m. Eastern Daylight Time
- **Pre-Application Technical Assistance Sessions:**

#### **Technical Assistance Session #1**

- **Wednesday, July 18, 2018** from 3:00 to 4:00 pm Eastern Daylight Time
- Link: TBD (will be posted on the CCIIO website [\[https://www.cms.gov/CCIIO/Programs-and-Initiatives/Health-Insurance-Marketplaces/assistance.html\]](https://www.cms.gov/CCIIO/Programs-and-Initiatives/Health-Insurance-Marketplaces/assistance.html) as soon as it becomes available)

#### **Technical Assistance Session #2**

- **Wednesday, July 25, 2018** from 3:00 to 4:00 pm Eastern Daylight Time
- Link: TBD (will be posted on the CCIIO website [\[https://www.cms.gov/CCIIO/Programs-and-Initiatives/Health-Insurance-Marketplaces/assistance.html\]](https://www.cms.gov/CCIIO/Programs-and-Initiatives/Health-Insurance-Marketplaces/assistance.html) as soon as it becomes available)

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### **Frequently Asked Questions**

#### **Q1: Where can I access application materials?**

A1: Application materials are available for download at <https://www.grants.gov>. The Centers for Medicare & Medicaid Services (CMS) requires applications for all announcements to be submitted electronically through <https://www.grants.gov>. For assistance with <https://www.grants.gov>, contact [support@grants.gov](mailto:support@grants.gov) or 1-800-518-4726. At <http://www.grants.gov>, applicants will be able to download a copy of the application packet, complete it off-line, and then upload and submit the application via the Grants.gov website.

#### **Q2: Is there assistance available if I experience technical challenges while submitting an application?**

A2: Yes. Applicants can contact Grants.gov Support directly at <http://www.grants.gov/web/grants/support.html> or 1-800-518-4726. Customer Support is available to address questions 24 hours a day, 7 days a week except on Federal holidays. Upon contacting Grants.gov, obtain a tracking number as proof of contact. The tracking number is helpful if there are technical issues that cannot be resolved.

#### **Q3: What are some of the key actions I need to complete prior to submitting an application for this funding opportunity?**

A3: Please see the below action items:

#### **Employer Identification Number**

All applicants must have a valid Employer Identification Number (EIN), otherwise known as a Taxpayer Identification Number (TIN) assigned by the Internal Revenue Service to apply. **Please note, applicants should begin the process of obtaining an EIN/TIN as soon as possible after the announcement is posted to ensure this information is received in advance of application deadlines.**

#### **Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS number)**

All applicants must have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number in order to apply. The DUNS number is a nine-digit identification number that uniquely identifies business entities. Obtaining a DUNS number is easy and free. To obtain a DUNS number, access the following website: <https://www.dnb.com/> or call 1-866-705-5711. This number should be entered in block 8c (on the Form SF-424, Application for Federal Assistance). The organization name and address entered in block 8a and 8e should be exactly as given for the DUNS number. **Applicants should obtain this DUNS number as soon as**

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possible after the announcement is posted to ensure all registrations steps are completed in time.

### System for Award Management (SAM)

All applicants must register in the System for Award Management (SAM) database (<https://www.sam.gov/portal/public/SAM/>) in order to be able to submit an application. The SAM registration process is a separate process from submitting an application. Applicants are encouraged to register early, and must provide their DUNS and EIN/TIN numbers in order to do so. **Applicants should begin the SAM registration process as soon as possible after the announcement is posted to ensure that it does not impair your ability to meet required submission deadlines.**

Each year organizations and entities registered to apply for Federal grants/cooperative agreements through Grants.gov must renew their registration with SAM. **Failure to renew SAM registration prior to application submission will prevent an applicant from successfully applying via Grants.gov. Similarly, failure to maintain an active SAM registration during the application review process can prevent HHS from issuing your agency an award.**

**Applicants must also** successfully register with SAM prior to registering in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) as a prime awardee user. Please also refer to F5.C. (Federal Funding Accountability and Transparency Act Reporting Requirements) of this Funding Opportunity for more information. Primary awardees must maintain a current registration with the SAM database, and **may make subawards only to entities that have DUNS numbers.**

**Organizations** must report executive compensation as part of the registration profile at <https://www.sam.gov/portal/public/SAM/> by the end of the month following the month in which this award is made, and annually thereafter (based on the reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Pub. L. 109-282), as amended by Section 6202 of Public Law 110-252 and implemented by 2 C.F.R. Part 170). The Grants Management Specialist assigned to monitor the subaward and executive compensation reporting requirements is Iris Grady, who can be reached at [divisionofgrantsmanagement@cms.hhs.gov](mailto:divisionofgrantsmanagement@cms.hhs.gov).

For additional information, please see *Section C7. EIN, DUNS, and SAM Regulations*, and *APPENDIX II: Application and Submission Information*.

**Q4: What instructions should I follow for submitting an application via <http://www.grants.gov>?**

A4: Applicants may access the electronic application for this project at <http://www.grants.gov> by searching the downloadable application page by the CFDA number 93.332.

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The Authorized Organizational Representative (AOR) will officially submit an application on behalf of the organization and must register with Grants.gov for a username and password. AORs must complete a profile with Grants.gov using their organization's DUNS Number to obtain their username and password at [http://grants.gov/applicants/get\\_registered.jsp](http://grants.gov/applicants/get_registered.jsp). AORs must wait one business day after successful registration in SAM before entering their profiles in Grants.gov. **Applicants should complete this process as soon as possible after successful registration in SAM to ensure this step is completed in time to apply before application deadlines. Applications that are not submitted by the due date and time as a result of AOR issues will not be reviewed.**

When an AOR registers with Grants.gov to submit applications on behalf of an organization, that organization's E-Biz POC (point of contact) will receive an email notification. The email address provided in the profile will be the email used to send the notification from Grants.gov to the E-Biz POC with the AOR copied on the correspondence.

The E-Biz POC must then login to Grants.gov (using the organization's DUNS number for the username and the special password called "M-PIN") and approve the AOR, thereby providing permission to submit applications.

### **Q5: What are the required documents and/or materials that must be submitted?**

A5: All applicants should follow *APPENDIX VII: Application Check-off List* of the Funding Opportunity. A complete proposal consists of the materials organized in the sequence below. Please ensure that the project and budget narratives are page-numbered and the below forms are completed with an electronic signature and enclosed as part of the proposal. **Everything listed below must be submitted through Grants.gov, and formatting requirements followed, or your application will not be reviewed.**

- Required Forms/Mandatory Documents (Grants.gov) (with an electronic signature)
- SF-424: Application for Federal Assistance
- SF-424A: Budget Information
- SF-424B: Assurances-Non-Construction Programs
- SF-LLL: Disclosure of Lobbying Activities
- Project Site Location Form(s)

*All documents below are required unless stated otherwise:*

- Applicant's Application Cover Letter (excluded from page limitations)
- Project Abstract (one-page)
- Project Narrative (maximum of 15 pages)

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- Work Plan and Timeline (maximum of five pages)
- Budget Narrative (maximum of 10 pages, per Federally-facilitated Exchange (FFE) applying for)
- Business Assessment of Applicant Organization (maximum of 10 pages)

**\*Please note: Applications that fail to follow the formatting requirements outlined in the Funding Opportunity regarding font size, page limitations, and line spacing will be deemed ineligible.**

**Q6: Are there page and formatting requirements for the application? What happens if my application goes over the page limit?**

A6: Yes, there are page and formatting requirements for the application. *Section D. Application and Submission Information* of the Funding Opportunity includes information on these criteria.

**Everything must be submitted through Grants.gov, and formatting requirements followed, or your application will not be reviewed.**

- Page limit: The application Project Narrative must not exceed 15 pages in length, the Work Plan and Timeline must not exceed 5 pages in length, the Budget Narrative must not exceed 10 pages in length per FFE state proposing to serve, and the Business Assessment of Applicant Organization must not exceed 10 pages in length.
  - Please note the Budget Narrative page limit is 10 pages per FFE service area/state. Applicants may submit multiple budget narratives, if applying to serve in multiple states, with each budget narrative totaling up to 10 pages.
  - If an applicant, for example, is targeting two FFE service areas/states, then they may submit two separate budget narratives, up to 10 pages per budget narrative. The total page limit for this applicant, in this example, is 54 pages.
  - For more information, see Section D. Application and Submission Information.
- Font size must be at least 12 point. For more information, see *Section D. Application and Submission Information, item a. Application format.*

**\*Please note: Applications that fail to follow the formatting requirements outlined in the Funding Opportunity regarding font size, page limitations, and line spacing will be deemed ineligible.**

**Q7: Are there restrictions on the type of files submitted with my application?**

A7: Yes. Any files uploaded or attached to the Grants.Gov application must be PDF file format and must contain a valid file format extension in the filename. Even though Grants.gov allows applicants to attach any file formats as part of their application, CMS restricts this practice and

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only accepts PDF file formats. Any file submitted as part of the Grants.gov application that is not in a PDF file format, or contains password protection, will not be accepted for processing and will be excluded from the application during the review process. In addition, the use of compressed file formats such as ZIP, RAR, or Adobe Portfolio will not be accepted. It is recommended that scanned copies not be submitted through Grants.gov unless the applicant confirms the clarity of the documents. Pages cannot be reduced in size, resulting in multiple pages on a single sheet, to avoid exceeding the page limitation. All documents that do not conform to the above specifications will be excluded from the application materials during the review process.

**\*Please note: Applications that fail to follow the formatting requirements outlined in the Funding Opportunity regarding font size, page limitations, and line spacing will be deemed ineligible.**

### **Q8: Can I submit my application by email or via paper mail?**

A8: Completed applications, in accordance with the Funding Opportunity, can only be accepted through <https://www.grants.gov> . Full or partial applications cannot be received via paper mail, courier, or delivery service.

### **Q9: Is there anyone I can contact if I have a programmatic or administrative question?**

A9. Yes.

For **programmatic questions** about the Cooperative Agreement to Support Navigators in Federally-facilitated Exchanges, please email: [navigatorgrants@cms.hhs.gov](mailto:navigatorgrants@cms.hhs.gov)

For **administrative questions**, please contact: [Grants@cms.hhs.gov](mailto:Grants@cms.hhs.gov)