

Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Marketplaces

All of the instructions to enable a potential applicant to apply for this funding opportunity are contained in the Funding Opportunity Announcement (FOA) published on <http://www.grants.gov>. This resource is intended to highlight key steps in the federal grant submission process that may be new to individuals and entities with limited experience applying for federal grants. **Potential applicants should refer to the FOA published on <http://www.grants.gov> for more information about the steps below and to ensure they are completing all grant application requirements.**

Submission Dates and Times

All cooperative agreement applications for this funding opportunity must be submitted electronically and be received through <http://www.grants.gov> by 1:00 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.**

Required Letter of Intent due: June 3, 2015

Application due date – June 15, 2015 by 1:00 p.m. Eastern Time

Pre-application conference calls:

First call: Wednesday, April 29, 2015 from 2:00 to 3:30 p.m. Eastern Time

Audience URL: <https://goto.webcasts.com/starthere.jsp?ei=1061468>

Webcast title: Navigator Funding Opportunity Announcement Pre-Application Webinar 4-29-15

Second call: Wednesday, May 6, 2015 from 4:00 to 5:30 p.m. Eastern Time

Audience URL: <https://goto.webcasts.com/starthere.jsp?ei=1061470>

Webcast title: Navigator Funding Opportunity Announcement Pre-Application Webinar 5-6-15

Third call: Wednesday, May 20, 2015 from 11:00am-12:30 p.m. Eastern Time

Audience URL: <https://goto.webcasts.com/starthere.jsp?ei=1061472>

Webcast title: Navigator Funding Opportunity Announcement Pre-Application Webinar 5-20-15

Fourth call: Wednesday, June 3, 2015 from 2:00-3:30 p.m. Eastern Time

Audience URL: <https://goto.webcasts.com/starthere.jsp?ei=1061473>

Webcast title: Navigator Funding Opportunity Announcement Pre-Application Webinar 6-3-15

See FOA Section III. 6, Pre-Application Conference Calls for more information.

Q1: Where can I access application materials?

A1: Application materials are available for download at <http://www.grants.gov>. The Centers for Medicare & Medicaid Services (CMS) requires applications for all announcements to be submitted electronically through <http://www.grants.gov>. For assistance with <http://www.grants.gov>, contact 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: Employer or other Taxpayer Identification Number

All applicants under this announcement, including individuals, must have a valid Employer Identification Number (EIN) or other Taxpayer Identification Number (TIN) assigned by the Internal Revenue Service to apply. Individuals may choose to provide their personal Social Security Numbers (SSNs) to apply via Grants.gov. In compliance with Section 7 of the Privacy Act of 1974, please note that disclosure of your SSN is voluntary, and the submission of your SSN is not mandated by any statutory authority. Individuals choosing to apply using their SSN should refer to FOA Section III. 1, Eligible Applicants for more information on how their SSN may be used. **Applicants should begin the process of obtaining an EIN/TIN as soon as possible to ensure this information is received in advance of application deadlines.** Applicants can submit an electronic request for an EIN at <http://www.irs.gov> by entering "EIN" in the search box.

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

All applicants, as well as sub-recipients, 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. Applicants can obtain a DUNS number at <http://www.dunandbradstreet.com> or by calling 1-866-705-5711. **Applicants should obtain this DUNS number as soon as possible in order to ensure all registration steps are completed in time.** See FOA Section IV. 1, Address to Request Application Package, for more information on obtaining a DUNS number.

System for Award Management (SAM)

All applicants must register in the SAM database (<https://www.sam.gov/>) in order to be able to submit an application at <http://www.grants.gov>. The SAM registration process is a separate process from submitting an application. **Therefore, applicants should begin the SAM registration process as soon as possible in order to ensure that it does not impair their ability to meet required submission deadlines.** In order to register, applicants must provide their DUNS and EIN/TIN numbers.

Each year, organizations and entities registered to apply for Federal grants through <http://www.grants.gov> must renew their registration with the 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 under this program. Additional information about SAM is available at <https://www.sam.gov/portal/public/SAM/> and in the FOA in Sections III. 1, Eligible Applicants and IV. 1, Address to Request Application Package.

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.

An Authorized Organizational Representative (AOR) is the individual who will officially submit an application on behalf of the organization and he or she 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. 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.** When an AOR registers with Grants.gov to submit applications on behalf of an organization, that organization's E-Biz point of contact (POC) 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 the "Application Check-off List" listed on the last page of the FOA. 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.**

- 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
- Cover Letter
- Copy of Previously Submitted Letter of Intent
- Project Abstract
- Project Narrative (maximum of nineteen (19) pages)
- Work Plan and Timeline (maximum of five (5) pages)
- Budget and Budget Narrative(s) (maximum of ten (10) pages per state/service area)
- Business Assessment of Applicant Organization (maximum of ten (10) pages)

***Please note: Applications that fail to follow the formatting requirements outlined in the FOA 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. Section III. Eligibility Information of the FOA 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 19 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 state, and the Business Assessment of Applicant Organization must not exceed 10 pages in length. For more information, see Section IV.2 of the FOA, *Content and Form of Applicant Submission*.

- Please note the Budget Narrative page limit is 10 pages per Marketplace 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 Marketplace 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 IV. 2 of the FOA, *Content and Form of Application Submission*.
- Font size must be at least 12 point. For more information, see Section IV. 2 of the FOA, *Content and Form of Application Submission*.
- Additional documentation: Standard Forms, copy of previously submitted Letter of Intent, Cover Letter, and Project Abstract do not count towards the page limits.

***Please note: Applications that fail to follow the formatting requirements outlined in the FOA 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 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 FOA 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: Applications cannot be accepted through any email address. Full applications can only be accepted through <http://www.grants.gov>. Full applications cannot be received via paper mail, courier, or delivery service.

Q9: Are there any standard forms I need to complete?

A9: Yes. The standard forms below must be completed with an electronic signature and enclosed as part of the application. See Section IV. 2 of the FOA, Address to Request Application of the FOA for more information.

- SF-424: Official Application for Federal Assistance
- SF-424A: Budget Information Non-Construction
- SF-424B: Assurances-Non-Construction Programs

- SF-LLL: Disclosure of Lobbying Activities

All applicants must submit this document. If your entity does not engage in lobbying, please insert “Non-Applicable” on the document and include the required Authorized Organizational Representative (AOR) name, contact information, and signature.

- Project Site Location Form(s)
- Project Abstract Summary

Q10: Is there anyone I can contact if I have a programmatic or administrative question?

A10. Yes. For **programmatic questions** about the Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Marketplace, please email: navigatorgrants@cms.hhs.gov.

For **administrative questions**, please contact: Grants@cms.hhs.gov