

Cooperative Agreement to Support Navigators in Federally-facilitated Exchanges

Overview of Applying for a Federal Cooperative Agreement

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 cooperative agreement submission process for individuals and entities who are new to or who have limited experience applying federal cooperative agreements. This resource **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.¹

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 July 6, 2021**. 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:** July 6, 2021 by 3:00 p.m. Eastern U.S. Time (Baltimore, MD)
- **Pre-Application Technical Assistance Sessions:**

Technical Assistance Session #1

Wednesday, June 9th: 3:00-4:00pm Eastern Daylight Time

https://goto.webcasts.com/starthere.jsp?ei=1418490&tp_key=a3299cfc8e

¹ This communication was printed, published, or produced and disseminated at U.S. taxpayer expense.

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Technical Assistance Session #2

Monday, June 28th: 3:00-4:00pm Eastern Daylight Time

https://goto.webcasts.com/starthere.jsp?ei=1470197&tp_key=d748689859

Application Materials and Technical Assistance

Q1. Where can I access application materials?

A1. Application materials are available for download at <https://www.grants.gov>. All applications must be submitted electronically and be received through www.grants.gov by the due date and time. Applications received after 3:00 pm, Eastern Time, on the due date **will not** be reviewed or considered for award. For assistance with <https://www.grants.gov>, contact support@grants.gov or 1-800-518-4726.

Q2. Is there assistance available if I experience technical challenges while submitting an application?

A2. Yes. Applicants can contact Grants.gov Support directly at support@grants.gov or 1-800-518-4726. Customer Support is available to address questions 24 hours a day, 7 days a week except on Federal holidays.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist CMS with tracking your issue and understanding background information on the issue.

Grants.gov recommends submitting your application package **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

Q3. Is there anyone I can contact if I have a programmatic or administrative question?

A3. Yes.

For programmatic questions about the Cooperative Agreement to Support Navigators in Federally-facilitated Exchanges, please email:

navigatorgrants@cms.hhs.gov

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

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Registering to Apply on Grants.gov

Q4. What are some of the key actions I need to complete prior to submitting an application for this Funding Opportunity?

A4. As soon as possible after the Funding Opportunity has been released, applicants should begin completing the registration steps summarized below and listed in detail in *Appendix II. Application and Submission Information* of the Funding Opportunity.

- **Obtain a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS Number):** All applicants must have a DUNS number. The DUNS number is a nine-digit number that uniquely identifies business entities.
 - To obtain a DUNS number access the following website: <https://fedgov.dnb.com/webform/> or call 1-866-705-5711. This number is entered in block 8c (on 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 possible after the Notice of Funding Opportunity is posted to ensure all registration steps are completed in time.
- **Complete System for Award Management (SAM) registration:** The applicant must register in the SAM database in order to be able to submit the application.
 - Applicants can access <https://beta.sam.gov/> and complete the online registration.
 - DUNS and EIN/TIN numbers are required to complete the registration process. To register one or more domestic entities and appoint an entity administrator, the applicant organization **must send a notarized letter to SAM.**
 - Applicants should begin the SAM registration process as soon as possible after the Notice of Funding Opportunity is posted to ensure that it does not impair your ability to meet required submission deadlines. The process to register in SAM typically takes up to 2 weeks following receipt of the notarized letter (additional 5 weeks if an EIN must be established first).

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- Each year organizations and entities registered to apply for Federal grants or 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 CMS from issuing your agency an award.**
- **Register** by clicking the *Register* link in the top right corner of the www.grants.gov banner and completing the on-screen instructions, or referring to the detailed instructions available here:
<https://www.grants.gov/web/grants/applicants/registration.html>
- **Add a Profile to the Account:** The profile corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant.
 - If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications.
 - To add an organizational profile enter the DUNS Number for the organization in the UEI (Unique Entity Identifier) field while adding a profile.
 - For more detailed instructions about creating a profile refer to:
<https://www.grants.gov/web/grants/applicants/registration/add-profile.html>.
- **EBiz POC Authorized Profile Roles:** After you register and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile refer to: <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>.

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- **Track Role Status:** To track your role request, refer to:
<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>.
- **Electronic Signature:** When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. **The EBiz POC must authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; this step is often missed and it is crucial for valid and timely submissions.**

Application Submission

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each Notice of Funding Opportunity (Funding Opportunity), you can create individual instances of a workspace.

Note: Search for the application package by entering in the Federal Assistance Listings (CFDA) number. This number is shown on the Federal Assistance Listings (or CFDA) website at <https://beta.sam.gov/help/assistance-listing> and cover page of the Funding Opportunity. The CFDA number for this Funding Opportunity is 93.332.

Applications cannot be accepted through any email address. Full applications can only be accepted through <https://www.grants.gov>. Full applications cannot be received via paper mail, courier, or delivery service.

Q5. What steps do I need to follow to ensure my application is submitted correctly?

A5. Applicants should follow the steps summarized below for submitting their application. For access to complete instructions on how to apply, applicants should review the Funding Opportunity in its entirety.

- 1. Create a Workspace (on Grants.gov):** Creating a workspace allows you to complete it online and route it through your organization for review before submitting. Additional instructions on how to do this can be found here:
<https://www.grants.gov/web/grants/applicants/workspace-overview.html>.
- 2. Complete a Workspace:** Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will

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display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

a) Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

Note: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

b) Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c) Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.

3. Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4. Track a Workspace Submission: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to:

<https://www.grants.gov/web/grants/applicants/applicant-training.html>

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Q6. What are the required documents and/or materials that must be submitted?

A6. All applicants should follow *Section D. Application and Submission Information* of the Funding Opportunity, *APPENDIX II: Application and Submission Information*, and *Appendix VII Check-off List* of the Funding Opportunity. **All required materials must be submitted through Grants.gov, with formatting and page limit requirements followed, or your application will not be reviewed.**

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

A7. Yes, there are page and formatting requirements for the application **that MUST BE FOLLOWED**. *Section D. Application and Submission Information* of the Funding Opportunity includes information on these criteria. Everything must be submitted through Grants.gov, **with formatting and page limit requirements followed**, or your application will not be reviewed.

Each application must include all contents of the application package, in the order indicated, and conform to the following formatting specifications:

- The required page size is 8.5" x 11" letter-size pages (one side only) with 1" margins (top, bottom, and sides). CMS does not accept other paper sizes.
- All pages of the project and budget narratives as well as other required narrative documents must be paginated in a single sequence.
- Font size must be at least 12-point with an average of 14 characters per inch (CPI).
- The **Project Narrative** may be single-spaced, double-spaced, or a combination of single and double-spaced. The page limit for this document is **20 pages**.
- The **Budget Narrative** may be single-spaced. The page limit for this document is **15 pages per FFE state**.
- The **Business Assessment of Applicant Organization** may be single spaced. The page limit for this document is **12 pages**.
- Tables included within any portion of the application must have a font size of at least 12-point with a 14 CPI and may be single spaced. **Tables are counted towards the applicable page limits.**

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- The **Project Abstract** is restricted to a one-page summary that may be **single-spaced**.
- The total page limit for an applicant proposing to serve in one FFE state is 48 pages.
 - Applicants proposing to serve in multiple FFE states must submit a separate Budget Narrative for each FFE state they are proposing to serve.
 - If an applicant, for example, is proposing to serve two FFE states, then it must submit two separate budget narratives, each not exceeding the 15 page limit. In this example, the total page limit for the applicant would be 63 pages.

For a complete list of application format requirements, please see *Section D. Application and Submission Information of the Funding Opportunity*.

***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.**

Timely Receipt Requirements and Proof of Timely Submission

Q8. How will I know if my application has been submitted successfully and timely?

A8. All applications must be received by 3 p.m. Eastern Time on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. **Please be patient and give the system time to process the application.**

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Q9. Will I be notified when CMS receives my application?

A9. Yes. When CMS successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by CMS.