PPHF- 2013 – 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 received through http://www.grants.gov by 1:00 p.m. Eastern Daylight 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 and/or granted a waiver.**

Application due date – June 7, 2013 by 1:00 p.m. Eastern Daylight Time

Pre-application conference calls:
First call: April 11, 2013 from 3:30 to 5:00 p.m. Eastern Daylight Time
Toll-free teleconference phone number: 1-877-267-1577; ID: 5119
Second call: April 19, 2013 from 3:30 to 5:00 p.m. Eastern Daylight
Toll-free teleconference phone number: 1-877-267-1577; ID: 2917

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 (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/customersupport 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 and a waiver from the agency must be obtained. If it is determined that a waiver is needed, an applicant must submit a request in writing (emails are acceptable) to Michelle.Feagins@cms.hhs.gov with a clear justification for the need to deviate from the standard electronic submission process. If the waiver is approved, the

application should be sent directly to Michelle Feagins in the Division of Grants Management, and received by the application due date.

Q3: What are some of the key actions I need to complete prior to submitting an application for this funding opportunity?
A3: Employer Identification Number
All applicants, to include individuals who are self-employed, must have a valid Employer Identification Number (EIN), otherwise known as a Taxpayer Identification Number (TIN) assigned by the Internal Revenue Service to apply. **Applicants should begin the process of obtaining an EIN/TIN upon posting of the FOA 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 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 upon posting of the FOA 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 the SAM registration process is a separate process from submitting an application. **Applicants should allow a minimum of five business days to complete SAM registration; however, in some cases, the registration process can take approximately two weeks or longer to be completed. Therefore, applicants should begin the SAM registration process upon posting of the FOA 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 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 Section III. 1, Eligible Applicants.

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 93.750.

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 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: Are there restrictions on the type of files submitted with my application?
A5: 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. All documents that do not conform to the above specifications will be excluded from the application materials during the review process.

Q6: Can I submit my application by email or via paper mail?
A6: Applications cannot be accepted through any email address. Applications cannot be accepted via paper mail, courier, or delivery service, unless a waiver is granted per the instructions noted in the FOA in Section IV. 1, Address to Request Application Package. The applicant must seek a waiver **at least ten days prior to the application deadline if the applicant wishes to submit a paper application**.

Q7: Are there any standard forms I need to complete?
A7: Yes. The standard forms below must be completed with an electronic signature and enclosed as part of the application. See Section IV. 1, Address to Request Application of the FAO 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

Q8: Is there anyone I can contact if I have a programmatic or administrative question?
A8. 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:
Michelle Feagins
Office of Acquisition and Grants Management
Centers for Medicare and Medicaid Services
Michelle.Feagins@cms.hhs.gov
1-301-492-4312