



FIND AND APPLY WITH GRANTS.GOV

Introduction

- On behalf of the Department of Health and Human Services' Grants.gov program office, welcome to today's webinar "Find and Apply with Grants.gov"

During This Presentation

- Today we will provide an overview of finding, registering and applying for grants on Grants.gov
- Grants.gov provides a unified and streamlined process to find and apply for all federal grant opportunities
- In addition to the over 2000 grant opportunities offered, Grants.gov now features a centralized location to find all grant opportunities and funding information pertaining to the American Recovery and Reinvestment Act (ARRA) of 2009 or "Recovery Act"

Brief History

- Established as a Governmental Resource - E-grants Initiative
- Part of the President's 2002 management agenda to improve government services to the public
- Grants.gov offers one centralized location to find, apply and succeed with the grant process

Origin of E-grants Initiative – Grants.gov

- Started with Public Law 106-107 which improved the effectiveness and performance of federal grant programs and simplified grant application and reporting requirements
- Initiative cuts across agencies, and is designed to reduce the differences that exist between programs of similar purpose
- Now the Federal Government's single site for grant-making agencies to publish grant funding opportunities and application packages online
- Enables the grant community, to search for grant opportunities, download, complete and electronically submit applications for the over \$500 billion worth of awards distributed annually

Benefits

- Centralized location, for all 26 Federal grant-making agencies to post grant opportunities
- Electronic system reduces paper waste, offers user friendly approach to grant submission, allows user to easily manage and track grant submissions
- Over \$500 billion in Grant dollars awarded yearly

Before Grants.gov

- No centralized grant process existed, grant making agencies' grant processes varied greatly

Contact Center Information

- Grants.gov has a Contact Center staffed with over 90 Customer Service Representatives (CSRs)
- CSRs are trained to handle issues related to information on Grants.gov and technical issues that deal with the submission of a grant application
- You can call the Contact Center at 1-800-518-4726, Monday – Friday 7:00 a.m. to 9:00 p.m. Eastern Time or you can reach the Contact Center via email at support@grants.gov
- The Contact Center does not answer questions or deal with issues pertaining to a specific grant opportunity
- Callers with concerns pertaining to the specific opportunity need to contact the Agency Point of Contact listed on the synopsis or cover page of the application



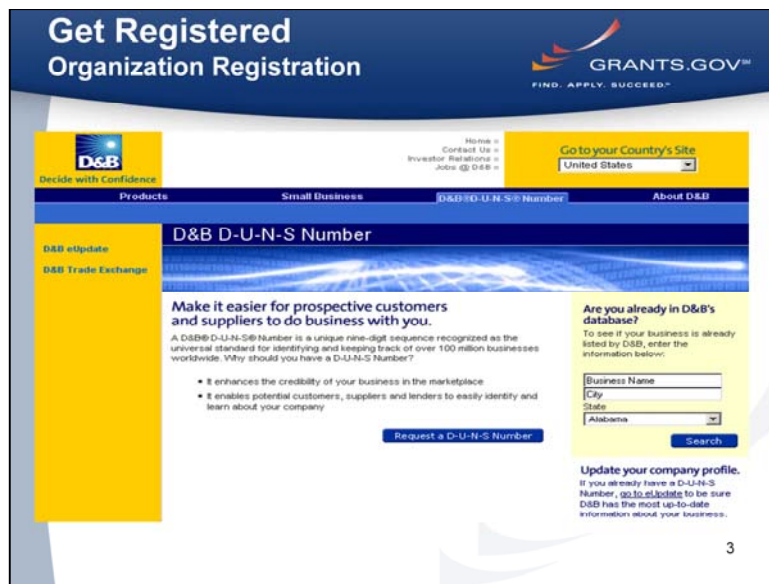
GET REGISTERED

Get Registered Today

- You can search for grant opportunities (download and fill-in a grant application package) before you register with Grants.gov; however you must be registered to submit a grant application package
- If you believe that you will be remotely interested in applying for a grant, get registered
- To start the registration process, visit the “Get Registered” page of the website: http://grants.gov/applicants/get_registered.jsp (shown on screen)
- Determine which registration is right for you

There are two separate registration processes for applicants

- **Individual Registration** - Those registering to apply for grants on their own behalf
- **Organization Registration** - Those registering to apply for grants on behalf of an organization
- To start the registration process visit the Get Registered section of the website
- A helpful Registration Checklist is provided for both Organization and Individual Registration here on the Get Registered page
- The Registration process normally takes 3-5 business days, however it may take up to 4 weeks due to:
 - Missing Tax Identification Number (TIN)
 - Inconsistent information on record with the IRS
- Register early – allow 4 weeks for registration
- The majority of opportunities on Grants.gov are open to organization registrants only
- So today we will focus on organization registration



PHASE 1 - ORGANIZATION REGISTRATION

Organization Registration

- Organization registration is a one time process which involves 5 steps which can be broken into 2 phases:
 1. Organizational preparation
 2. Self preparation
- The Organization registration process normally takes **3-5 business days**, however it may take **up to 4 weeks** due to:
 - Missing Tax Identification Number (TIN)
 - Inconsistent information on record with the IRS
- Register early – **allow as many as 4 weeks** for Organization registration in order to meet all deadlines

Phase 1 - STEP I: Obtain a DUNS Number

- Phase 1 of organization registration involves preparing your organization
- Step 1- Verify Your Organization has a DUNS Number
 - A DUNS number is a unique 9-digit identification number assigned by DUN & Bradstreet to each business in the D&B information base (e.g., 80-473-5132).
 - For businesses with multiple locations, each location is assigned its own unique D-U-N-S Number.
 - If you are unsure if your organization has a DUNS then you can query the www.dnb.com site
 - To obtain a DUNS you need the Tax Identification Number (TIN) from the IRS
 - Once you have your DUNS Number, you will need to complete Step 2 of organization registration and register with **CCR** or **Central Contractor Registration** to obtain a ***Cage Code**



PHASE 1 - ORGANIZATION REGISTRATION

Phase 1 - STEP 2: Register with CCR

- Prepare your organization, verify that your organization is registered with Central Contractor Registration (CCR)
- Your organization will need obtain a DUNS number prior to registering with the CCR or Central Contract Registration
- CCR Registration allows you:
 - To obtain a ***Cage Code** - (A five-character code which identifies companies doing, or planning to do business with the federal government)
 - Designate an E-Business Point of Contact (E-Biz POC) - (Person who oversees all activities within Grants.gov and assigns Authorized Organization Representatives (AOR) to submit applications)
 - Create a Marketing Partner Identification Number (MPIN)
- To register in CCR you need to have; DUNS, TIN and Electronic Fund Transfer (EFT) information from your bank

Role of E-Business Point of Contact (E-Biz POC)

- An E-Biz POC is the sole Grants.gov authority for the organization and can designate or revoke Authorized Organization Representative (AOR) rights
 - AOR is an individual with the ability to submit grant applications on behalf of their organization to Grants.gov
- The E-Biz POC will use the MPIN and the organization's DUNS number to login to Grants.gov to authorize the AOR (STEP 4 of Organization Registration)

Renew CCR Registration Yearly

- CCR registration must be renewed yearly - keep track of your registration status by querying www.ccr.gov
 - An e-mail will be generated to the E-Biz POC prior to the CCR registration expiring asking them if they would like to renew

Get Registered Organization Registration

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FOR APPLICANTS

Approved Login
Find Grant Opportunities
Get Registered
Apply for Grants
Track My Application
Applicant Resources
Search FAQs, User Guides and Site Information

FOR GRANTORS

ABOUT GRANTS.GOV
HELP
CONTACT US
SITE MAP

APPLICANT REGISTRATION

Please enter your information below. Required fields are denoted with an asterisk (*).

* First Name: [text] * Last Name: [text]
 * DOB: [MM/DD/YYYY] * Job Title: [text] DUNS: [text]
 * Address 1: [text] * Address 2: [text]
 * City: [text]
 * State: [Dropdown: District of Columbia] * Zip Code: [text] (Numeric Only) * Country: [Dropdown: United States]
 * Telephone: [text] (xxx-xxx-xxxx) * Email: [text]
 * Secret Question: [text] (Where do you find grants from all federal agencies?)
 * Secret Answer: [text]
 * User Name: [text]
 * Password: [text] * Confirm Password: [text]
 [Continue]

Warning Notice

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

GET REGISTERED - ORGANIZATION REGISTRATION

Phase II - STEP 3 - Create Authorized Organization Representative (AOR) Profile

- An AOR submits a grant on behalf of a company, organization, institution, or government.
- AORs have the authority to sign grant applications and the required certifications and/or assurances that are necessary to fulfill the requirements of the application process
 - To become an AOR you must register with Grants.gov to establish your username and password as well as a secret question and answer

Become An Authorized Organization Representative (AOR)

- After receiving your DUNS Number (STEP 1) and registering with CCR (STEP 2) you will need to create a Grants.gov Profile
- Your profile will be associated with the Username and Password you create
- Username is **NOT** case sensitive and password **IS** case sensitive, both have character limit of 25
- This step can be completed within a couple of minutes and gives the applicant the ability to update and reset their information as desired
- The Secret Question/Answer allows the AOR or E-Biz POC to retrieve or reset a username and password
- To create a profile, visit: <http://apply.grants.gov/apply/OrcRegister>



GET REGISTERED - ORGANIZATION REGISTRATION

Phase II- Step 3 (cont) - Confirm and Submit AOR Profile Information

- ✓Once the AOR verifies and confirms their information (screen not shown)
- They will need to submit their information to complete the AOR profile
- The Secret Question/Answer allows the AOR or E-Biz POC to retrieve or reset a username and password
- The AOR may edit profile information at any time, once it is accurate use the Confirm button to complete the process

- **Step 4: AOR Authorization**

The E-Business Point of Contact (E-Biz POC) at your organization must login to Grants.gov to confirm you as an (AOR) Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization. **Time depends on responsiveness of your E-Biz POC.*

- **Step 5: Track AOR Status**

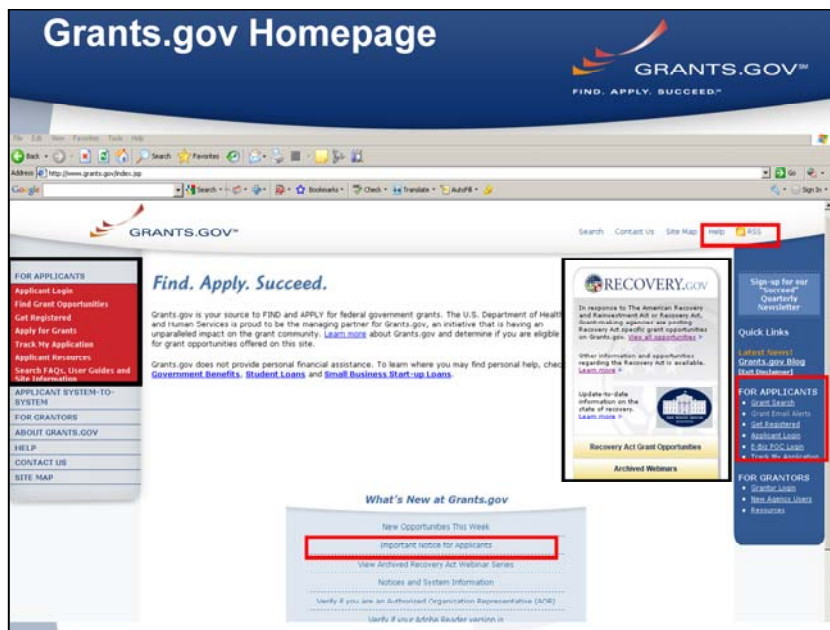
At any time, you can track your AOR status by logging in with your username and password. Login as an Applicant (enter your username & password you obtained in Step 3) using the following link:
http://www07.grants.gov/applicants/applicant_profile.jsp

7

GET REGISTERED - ORGANIZATION REGISTRATION

Phase II - Step 4 and Step 5 - Becoming An Authorized Organization Representative (AOR)

- **Step 4** – AOR Authorization - E-Biz POC utilizes their MPIN to authorize a member of their organization to become an AOR
 - An E-Business Point of Contact is responsible for the administration and management of grant activities in his/her organization
 - The E-Biz POC authorizes representatives of their organization (Authorized Organization Representative (AOR)) to submit grant applications through Grants.gov
 - An E-Biz POC must also register as an AOR to submit an application
- **Step 5** – Track AOR Status – Applicant (organization member) logs into Grants.gov to check that their AOR status has been granted by their E-Biz POC
 - At any time, you can track your AOR status by logging in with your username and password
 - Login as an Applicant (enter your username & password you obtained in Step 3)
 - Visit: http://www07.grants.gov/applicants/applicant_profile.jsp



GRANTS.GOV HOMEPAGE

Recovery Act Feature

- Grants.gov now features a central location for all Recovery Act and related resources on the homepage, to visit the Recovery Act site just click on the Recovery.gov logo
- Links on the Recovery Act feature include a listing of all Recovery Act related grant opportunities that can be found on Grants.gov (click the “View all opportunities” link or Recovery Act Grant Opportunities button)
- The “Recovery Money and You” page is the second link listed, it’s an additional resource to find other opportunities related to the Recovery Act funds not related to Grants.gov
- The White House Web site is also listed as additional resource for Recovery Act information
- And finally a listing of “Archived Webinars” can be accessed by clicking on the “Archived Webinars” button.

Left Navigation Bar

- Applicant information is available under the **For Applicants** section in the left navigation, applicants can use the left navigation to:
 - Find Grant Opportunities, Get Registered with Grants.gov, Track a Submitted Application Package, Find Resources to guide you through the steps of the Grants.gov application process

Right Navigation Bar

- There are also helpful “quick” links in the right hand navigation bar
- “Quick” links allow you to quickly navigate to the most commonly used access points and information
- Grants.gov publishes a quarterly newsletter which you may sign-up for using the “Quick Links”
- You can sign-up for alerts on system enhancements, status and other up to the minute information

What’s New at Grants.gov

- Section, features new and existing information relevant to current program and system status

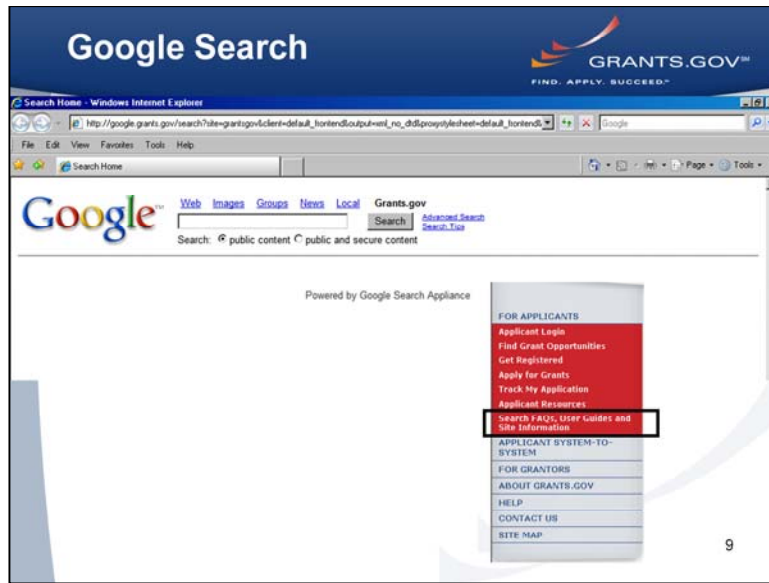
“Important Notice” - Recovery Act and System Alleviation Notice

- Agencies accepting ARRA applications alternative to Grants.gov:
 - CNCS, DoD, DoED, DOJ, Treasury, DOT, EPA, NASA, DHS, NSF
 - DOE, HUD have returned

Help - 24 hour live web chat, top 10 requested help topics (FAQs), searchable knowledge base, self service ticketing and ticket status

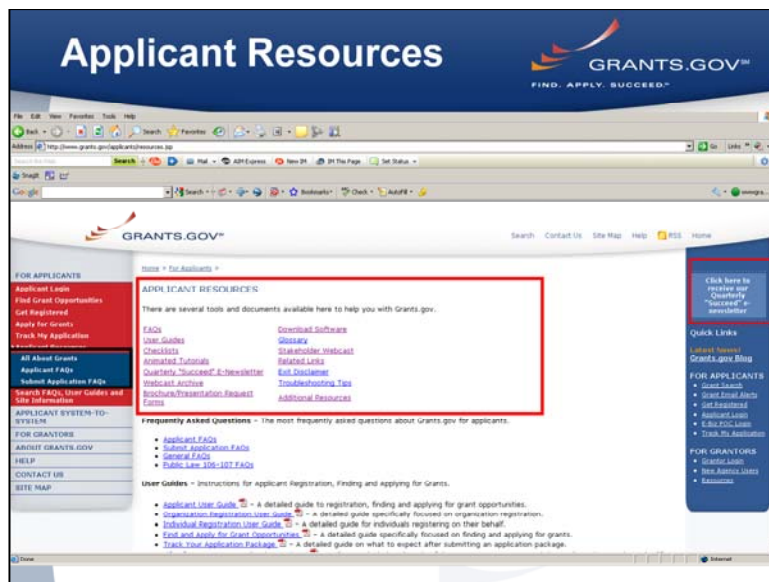
- Self-help iPortal (<http://grants.gov/portal>)

RSS Feed - New and modified opportunity RSS feeds are also available



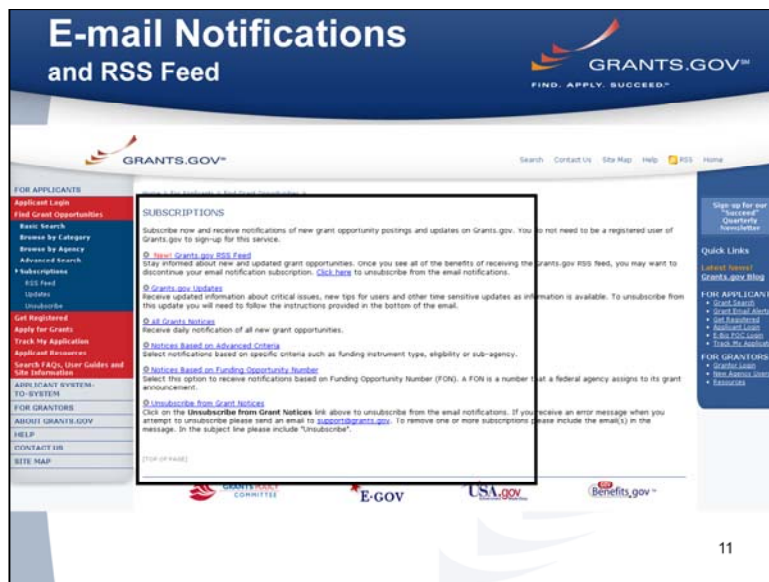
GOOGLE SEARCH

- A powerful website search tool – powered by Google is also available in the left hand navigation
- To search the User Guides, FAQs or other site information other than grant opportunities click on Search....from the left hand side navigation bar and it will take you to a Google landing page where you type in your criteria
- When navigating to the Google powered search the page will appear as shown



APPLICANT RESOURCES

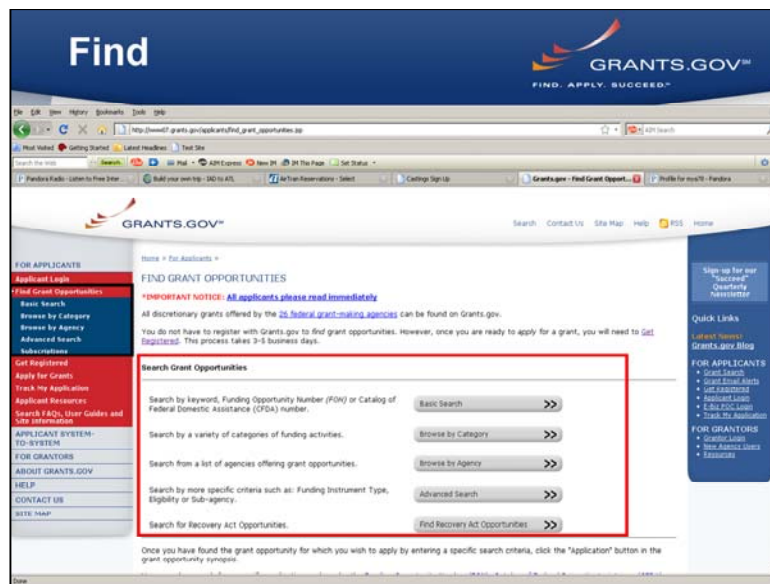
- Found under the **For Applicants** section of the **Left Navigation bar**
- There are multiple pages devoted solely to resources for Applicants to assist them with the Find and Apply process such as:
 - Applicant Resources – User Guide, FAQs, animated tutorials
 - All About Grants – Resource with Agency tips on applying for grants
 - Applicant FAQs (All)
 - Submit Application FAQs



EMAIL NOTIFICATIONS AND RSS FEED

Email Notification Subscriptions

- This entire webpage is devoted to email notification for subscriptions of new grant opportunity postings and alerts on system enhancements
- Sign up for:
 - Grants.gov Updates – provides time sensitive updates on all Grants.gov events and critical issues
 - All Grant Notices- notifies you when new funding opportunities are available
 - You can sign up to be notified of all new grant opportunities or by specific agency
 - When an agency posts a new opportunity you will receive an e-mail the next day w/ the Agency title, Opportunity Title and link for the opportunity
- You can unsubscribe from any of the Grants.gov notice services at any time



FIND

Find Grant Opportunities

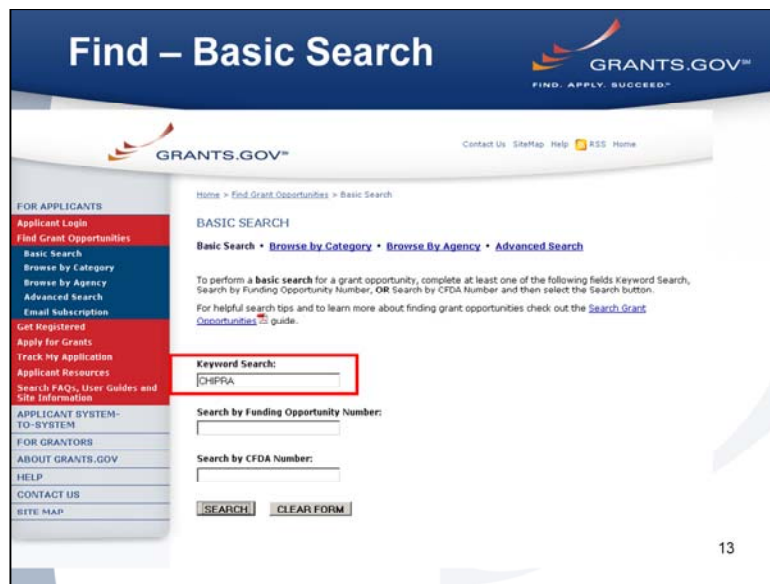
- There are multiple ways to find grants on Grants.gov
- Start a grant search by using the Find Grant Opportunities section in the left hand navigation or using the Grant search link within the right hand navigation (Quick Links)

Basic Search

- The easiest way to search is to use the Basic Search
 - Basic Search offers a Keyword Search powered by Google (enter search criteria keywords within quotation marks (“keyword”))
 - You can also locate opportunities using the Funding Opportunity Number (FON)
 - The Funding Opportunity Number is usually listed in the Federal Register Notice for the opportunity. All grant opportunities have FONs

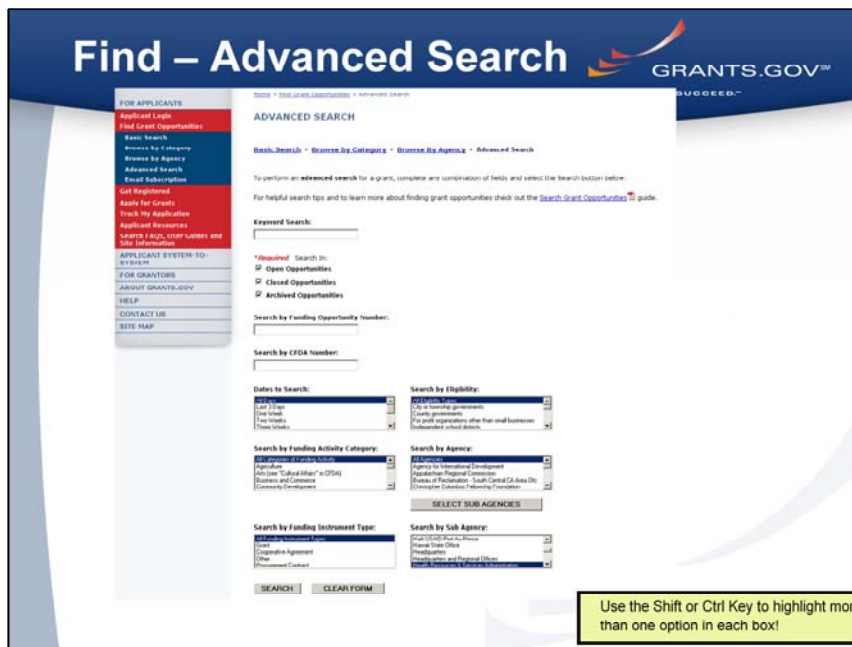
Other Search Options

- Browse by Category (search by a specific category)
- Browse by Agency (search by a specific agency)
- Advanced Search (enter more specific search criteria to pinpoint a specific opportunity) – CAUTION: a search that is “too” specific may limit search results considerably



FIND - BASIC SEARCH

- You can do a “keyword search” to find what you are looking for by typing in the words of interest that relate to the grant opportunity you are searching for
 - Keyword used for search – “CHIPRA”
- You can also use the Funding Opportunity Number (FON) (found on Federal Register Notices) – available for all opportunities
- Or use the Catalog For Domestic Assistance (CFDA) to perform a basic search; not all grant opportunities are posted w/ a CFDA # - available for some opportunities
- In this example we are doing a keyword search that we will utilize to walk you thru an example of how to Find and Apply



ADVANCED SEARCH

Advanced Search

- Advanced Search allows you to focus your search , you can search by:
 - **Funding Activity Category** (select Recovery Act category)
 - All Categories of Funding Activity/ Agriculture/ Arts (see "Cultural Affairs" in CFDA)/ Business and Commerce/ Community Development/ Consumer Protection/ Disaster Prevention and Relief/ Education/ Employment, Labor and Training/ Energy/ Environment/ Food and Nutrition/ Health/ Housing/ Humanities (see "Cultural Affairs" in CFDA)/ Income Security and Social Services/ Information and Statistics/ Law, Justice and Legal Services/ Natural Resources/ Other (see text field entitled "Explanation of Other Category of Funding Activity" for clarification)/ Recovery Act/ Regional Development/ Science and Technology and other Research and Development/ Transportation
 - **Funding Instrument**
 - All Funding Instrument Types
 - Grant
 - Cooperative Agreement
 - Other
 - Procurement Contract
 - Not Available on Grants.gov - Formula and Block Grants (will be discussed briefly later)
 - **Eligibility**
 - Public Housing Authorities/ Indian Housing Authority
 - Small Business
 - Special District Governments
 - Unrestricted (i.e. Open to any type of entity previously mentioned)
 - **Agency/ Sub-Agency**
 - All Agencies/ Agency for International Development/ Appalachian Regional Commission/ Bureau of Reclamation - South Central CA Area Ofc/ Christopher Columbus Fellowship Foundation/ Corporation for National and Community Service/ Department of Agriculture/ Department of Commerce/ Department of Defense/ Department of Education/ Department of Energy/ **Department of Health and Human Services**/ Department of Homeland Security/ Department of Housing and Urban Development/ Department of Justice/ Department of Labor/ Department of State/ Department of Transportation/ Department of Veterans Affairs/ Department of the Interior/ Department of the Treasury/ Election Assistance Commission/ Environmental Protection Agency/ General Services Administration/Institute of Museum and Library Services/ Institute of Peace/ James Madison Memorial Fellowship Foundation/ Japan-United States Friendship Commission/ Marine Mammal Commission/ National Aeronautics and Space Administration/ National Archives and Records Administration/ National Council on Disability/ National Credit Union Administration/ National Endowment for the Arts/ National Endowment for the Humanities/ National Science Foundation/ Nuclear Regulatory Commission/ Office of the Director of National Intelligence/ President's Committee on the Arts and Humanities/ Small Business Administration/ Social Security Administration/ Woodrow Wilson Center
- To select multiple categories in each search box, use **Shift** key or hold down the **Control** key on your keyboard

Search Results

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Contact Us SiteMap Help RSS Home

Home > Find Grant Opportunities > Search Grant Opportunities > Search Results

Did you mean: [CHIPRA](#)

Search Results [New Search](#)

Sort: Relevance, Descending [Sort by Open Date](#) [Sort by Relevance](#) Results 1 - 3 of 3

Close Date	Opportunity Title	Agency	Funding Number	Attachment
01/15/2010	CHIPRA OUTREACH TO AND ENROLLMENT OF INDIANS	Centers for Medicare & Medicaid Services	HHS-2010-CMS-CHIPRA-0004	
08/06/2009	CHILDREN'S HEALTH INSURANCE PROGRAM REAUTHORIZATION ACT (CHIPRA) OUTREACH AND ENROLLMENT GRANTS CYCLE I	Centers for Medicare & Medicaid Services	HHS-2009-CMS-CHIPRA-0008	Department of Health and Human Services, CONFIDENTIAL
01/08/2010	Children's Health Insurance Program Reauthorization Act (CHIPRA) Quality Demonstration Grant Program?	Centers for Medicare & Medicaid Services	HHS-2010-CMS-CHIPRA-0002	

Results Page: 1 [New Search](#)

15

SEARCH RESULTS

Search Results

- Once your search query has been entered you receive a **Search Results** screen (similar to screen displayed, depending on the search criteria **this search has been sorted by Opportunity Title**)
- Ensure you read the synopsis for the opportunity
 - The program may encompass more funding areas than what the title of the opportunity implies
- To read the **Synopsis** click on the **"Opportunity Title"** which is a hyperlink

Sorting Your Search Query Results

- You may sort your search query results in ascending or descending order by the column headings:
 - **Close Date**
 - **Opportunity Title**
 - **Agency**

•Click on the opportunity of interest to you to view the synopsis and determine whether the opportunity is right for you

–Grants.gov maintains closed opportunities on the site as a resource for the applicant community since some grant opportunities are posted in each fiscal year with some adjustments

Synopsis

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **11/19/2009**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.

Description of Modification

Title: CHILDREN'S HEALTH INSURANCE PROGRAM REAUTHORIZATION ACT (CHIPRA) GRANTS FOR OUTREACH TO AND ENROLLMENT OF CHILDREN WHO ARE INDIAN

Document Type:	Modification to Previous Grants Notice
Funding Opportunity number:	HHS-2010-CMS-CHIPRA-0004
Opportunity Category:	Discretionary
Posted Date:	Nov 19, 2009
Creation Date:	Nov 19, 2009
Original Closing Date for Applications:	Jan 15, 2010
Current Closing Date for Applications:	Jan 15, 2010
Archive Date:	Feb 14, 2010
Funding Instrument Type:	Grant
Category of Funding Activity:	Health
Category Explanation:	
Expected Number of Awards:	100
Estimated Total Program Funding:	
Award Ceiling:	\$300,000
Award Floor:	\$50,000
CFDA Number(s):	93.767 -- State Children's Insurance Program
Cost Sharing or Matching Requirement:	No

Eligible Applicants

Others (see text field entitled "Additional Information on Eligibility" for clarification)

SELECT A GRANT OPPORTUNITY – SYNOPSIS

Synopsis

- The opportunity synopsis is summary of grant information from the entire grant opportunity
- Some of the most important information to the applicant is found in the synopsis, such as information on:
 - Category of Funding Activity
 - Estimated Total Program Funding
 - Award Ceiling
 - Eligible Applicants
- You may access the **Full Announcement** and **Application package** by using the buttons at the top of the synopsis screen
 - Full Announcement shows as the name implies the full announcement and other information the granting agency deems relevant to the funding opportunity
 - A downloadable application package is accessible by clicking on **Application** button
- You can **search for grant opportunities** (download and fill-in a grant application package) **before you register** with Grants.gov; however you **must be registered to submit** a grant application package
 - The registration processes is described on the Get Registered page of the website at: http://www.grants.gov/applicants/get_registered.jsp
- As we scroll down the synopsis page (next slide)

Agency Name

Centers for Medicare & Medicaid Services

Description

Funding Description On February 4, 2009, the President signed into law the Children's Health Insurance Program Reauthorization Act of 2009 (CHIPRA) (Public Law 111-3). CHIPRA reauthorizes the Children's Health Insurance Program (CHIP) through Federal fiscal year (FFY) 2013, providing an additional \$44 billion in federal funds to enable States to maintain their current CHIP programs and increase enrollment in Medicaid and CHIP. CHIPRA includes a number of provisions for increasing outreach funding and activities to enroll eligible, yet non-insured children, in coverage with a particular focus on those who are the most difficult to reach. The provisions for the Grants for Outreach to and Enrollment of Indian Children are the subject of this solicitation. The Department of Health and Human Services (HHS) will award a total of \$10 million to eligible Indian Health Service (IHS), Tribes and Tribal organizations operating health programs under the Indian Self-Determination and Education Assistance Act (ISDEAA) (P.L. 93-638, as amended), and Urban Indian organizations operating health programs under title V of the Indian Health Care Improvement Act (IHCIA) (Pub. L. 94-437, as amended) for outreach to, and enrollment of, Indian children. Priority for Award of Grants: States have been successful in enrolling children in Medicaid and CHIP, but there are still several million children that are eligible for this public, comprehensive coverage that are not enrolled. The commitment to enroll and retain these children in Medicaid and CHIP has been reinforced by CHIPRA. CHIPRA provides \$10 million for fiscal years 2009-2013, expressly for the purpose of providing outreach grant money to find eligible, yet non-enrolled, Indian children; to ensure they are enrolled in Medicaid and CHIP programs; and to see they retain this coverage while they are eligible. The award of these grants is based on the following principles:

- Outreach will be results driven and connected to actual enrollment and retention of target-population Indian children in these programs.
- Grantees must be able to provide sound and viable data that demonstrates the connection between proposed outreach and resultant program enrollment and retention.
- Data and systems improvements will be considered for funding within a proposal, providing the applicant can demonstrate that these are appropriate within the context of the outreach strategies and will result in increased enrollment and retention.
- CMS intends to share best practices of, and lessons learned from, grantees. CMS is particularly interested in successful outreach efforts that can be replicated. In accordance with law, priority for the award of grants will be given to eligible entities that:
 - Propose to target geographic areas and specific communities with high incidence of: i. Eligible yet non-enrolled Indian children, including children residing in rural areas;
 - Submit substantial demonstrable evidence that the entity: i. has access to, and credibility with, Indian populations in communities in which funded activities are to be conducted; ii. has the ability to address barriers to enrollment, such as lack of awareness of eligibility, stigma concerns and punitive fears associated with receipt of benefits to the extent they exist; and other cultural barriers to applying for and receiving child health assistance or medical assistance; iii. can, and will, provide specific quality and outcome performance measures to evaluate the effectiveness of funded activities; and iv. will:
 - Conduct an assessment of the effectiveness of such activities against the performance measures;
 - Cooperate with collecting and reporting enrollment data and other information in order for the Secretary of HHS to conduct such assessments. The \$10 million will be awarded on April 15, 2010. Successful applicants will receive an award for a 36-month period.

Link to Full Announcement

Full solicitation

If you have difficulty accessing the full announcement electronically, please contact:

Programmatic and administrative questions may be directed to the CHIPRA grants mailbox: [CHIPRA Mailbox](#)

Synopsis Modification History

The following files represent the modifications to this synopsis with the changes noted within the documents. The list of files is arranged from newest to oldest with the newest file representing the current synopsis. Changed sections from the previous document are shown in a light grey background.

File Name	Date
Original Synopsis	Nov 19, 2009

SELECT A GRANT OPPORTUNITY – SYNOPSIS

Synopsis Cont.


- As you scroll down the synopsis page you will see more information about the opportunity such as:
 - Additional Information on Eligibility
 - Agency Name
 - Opportunity Description
- Synopsis offers a written description of the grant, you can see a brief write up below
 - The written description helps you determine if this is the proper opportunity for you

Important Note: if you have questions regarding the grant opportunity itself you will need to contact the Agency PoC listed on the opportunity and NOT Grants.gov

- **Since there are over 2000 grant opportunities listed on Grants.gov (not versed on specific opportunities)**
- You can **search for grant opportunities** (download and fill-in a grant application package) **before you register** with Grants.gov; however you **must be registered to submit** a grant application package

Download Opportunity

Application Package



FIND. APPLY. SUCCEED.™

Home » Applicants » Search Opportunities »

FOR APPLICANTS

Applicant Login

Find Grant Opportunities

Search Opportunities

Basic Search

Browse by Category

Advanced Search

Email Subscription

Get Registered

Apply for Grants

Track My Application

Applicant Resources

Search FAQs, User Guides and Site Information

ABOUT GRANTS.GOV

FOR GRANTORS

RESOURCES

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have the PureEdge Viewer or compatible Adobe Reader installed. Application packages are posted in either PureEdge or Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader.

If more than one person is working on the application package, ALL applicants must be using the same software version.

Click [here](#) to download the required PureEdge Viewer and Adobe Reader if you do not have it installed already.

Additional Resources:

- Sign-up for [Grants.gov Updates](#) for the latest issues and news.
- Download [Adobe Reader](#) and [PureEdge Viewer](#) for free.
- Visit [Help](#) for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

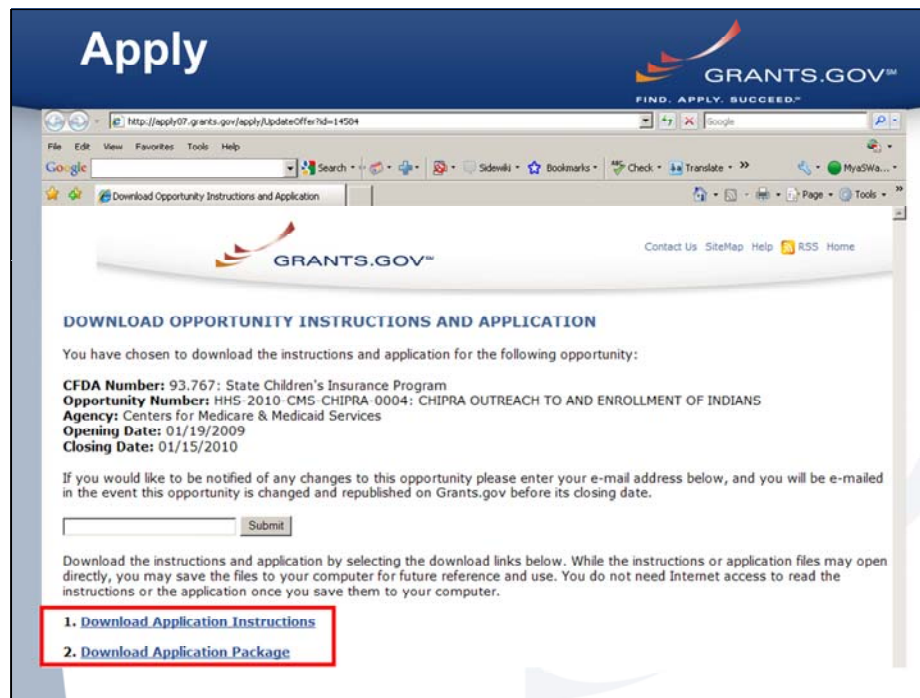
CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
93.797	HHS-2010-CMS-CHIPRA-0004			Centers for Medicare & Medicaid Services	download

18

DOWNLOAD OPPORTUNITY

Download an Application Package

- After clicking the Application radio button on the Synopsis screen
- “Selected Grant Applications for Download” screen will offer a downloadable application PDF with the necessary forms to apply for the funding opportunity



APPLY

- To download the application package you must have Adobe Reader installed on your computer. Adobe Reader is a free software product that can be accessed from Adobe via the Grants.gov download software page

–There is an FAQ on the site that lists a table of Grants.gov compatible versions of Adobe which are 8.1.1, 8.1.2, 8.1.3, 8.1.4, 8.1.5, 8.1.6, 9.0, 9.1, 9.1.1, 9.1.2, 9.2 and 9.3.2

http://grants.gov/help/download_software.jsp#adobe811

- Download the Grant Application Package and Instructions link shown
- Instructions are Agency specific, and are unique so it is very important to read the instructions

Please Note: All closings are in Eastern Time

- Save the package to your hard drive, storage device or network drive to keep record of your application and to submit
 - The package will save as one filename as a pdf
- Instructions for completing the application package itself are on the cover sheet of the package

Cover Sheet GRANTS.GOVSM
FIND. APPLY. SUCCEED.SM

Save & Submit Save Print Cancel Check Package for Errors

GRANTS.GOVSM Grant Application Package

Opportunity Title: CHIPPA OUTREACH TO AND ENROLLMENT OF INDIANS
 Offering Agency: Centers for Medicare & Medicaid Services
 CFDA Number: 93.767
 CFDA Description: State Children's Insurance Program
 Opportunity Number: HHS-2010-CMS-CHIPPA-0004
 Competition ID:
 Opportunity Open Date: 01/19/2009
 Opportunity Close Date: 01/15/2010
 Agency Contact: AIANCHIPPAOUTREACHGRANTS@cms.hhs.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

*Application Filing Name:

Mandatory Documents
 Application for Federal Assistance (SF-424)
 Key Contacts
 Disclosure of Lobbying Activities (SF-LLL)
 SSA Additional Assurances Certifications
 Project Narrative Attachment Form
 Budget Narrative Attachment Form
 Budget Information for Non-Construction Program

Move Forms to Complete

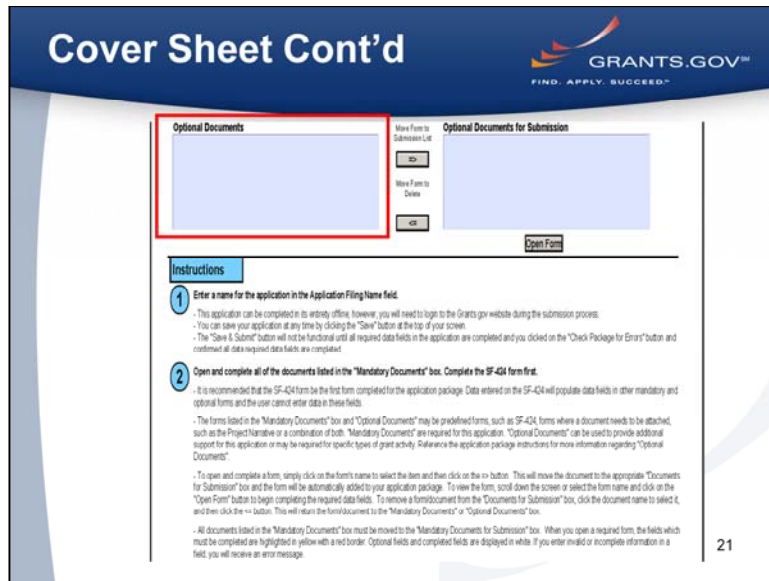
Mandatory Documents for Submission

Open Form

40

COVER SHEET

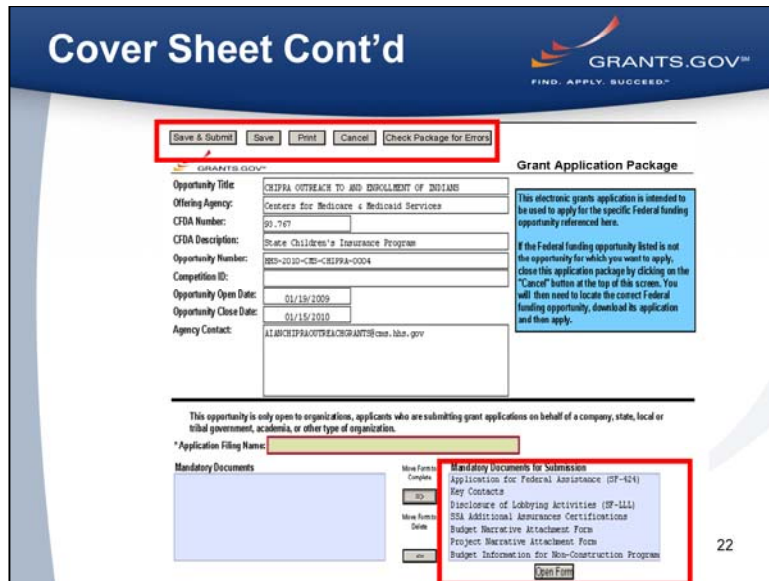
- When you download the package what opens is a cover sheet
- The cover sheet contains the forms you must fill out to submit your grant application
 - Each cover sheet contains pre-populated information about the opportunity which lets you know you have the right opportunity
 - Agency Contact information is listed on the cover sheet; if you have any questions regarding the grant opportunity applicants should contact this individual
- Forms must be moved from the **Mandatory Documents** (left side) to **Mandatory Documents for Submission** (Right side) by clicking on the **Move Forms to Complete** arrow
- Yellow fields w/ a red rectangle around them are mandatory and must be filled out



COVER SHEET

Optional Documents

- There may be optional documents that need to be completed as well depending on your individual application and program
- Although they are “optional” Grants.gov recommends you fill them out
 - Just like Mandatory Documents, Optional Documents must be moved to the Documents for Submission box on the right side for submission



COVER SHEET

Radio Buttons

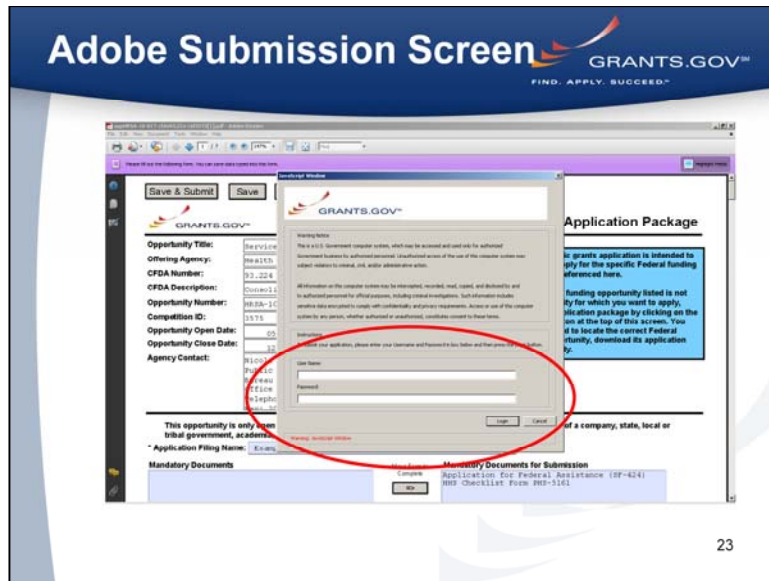
- Radio buttons at the top of the cover sheet perform certain functions
 - Save** – saves the application package to your computer or drive you designate
 - Print** – allows you to print the forms you are viewing
 - Cancel** – closes the opportunity without saving changes made
 - Check Package for Errors** – ensures that all fields contain the proper type of information, checks mandatory fields (not a spell check)

Application Package Errors

- If there are errors in the package a dialog box will pop up listed each error
- If you do not understand the errors then you call the Grants.gov Contact Center for assistance 1-800-518-4726
- Once you correct any errors you Save again and click check package for errors
- With no errors you will receive a dialog box that says “Validation Passed”

Submit

- At this point the Save & Submit becomes active and you are ready to click on it to submit once the package has been checked for errors and saved

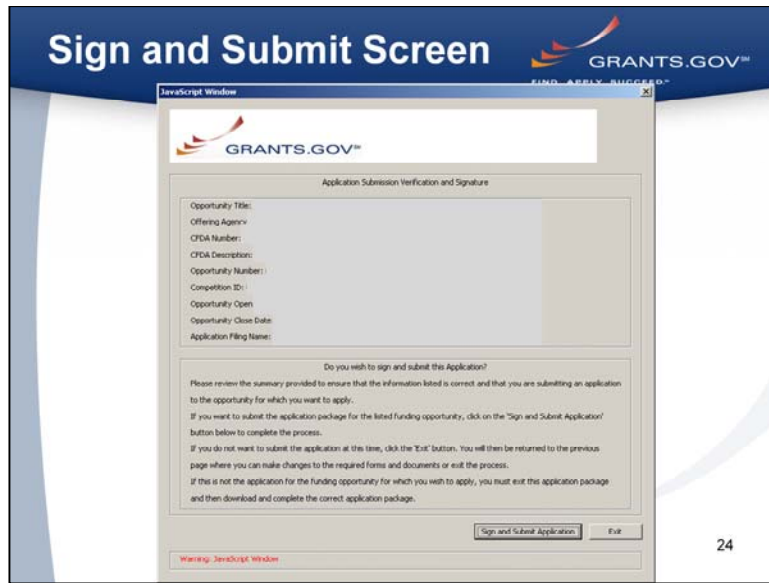


23

ADOBE SUBMISSION SCREEN

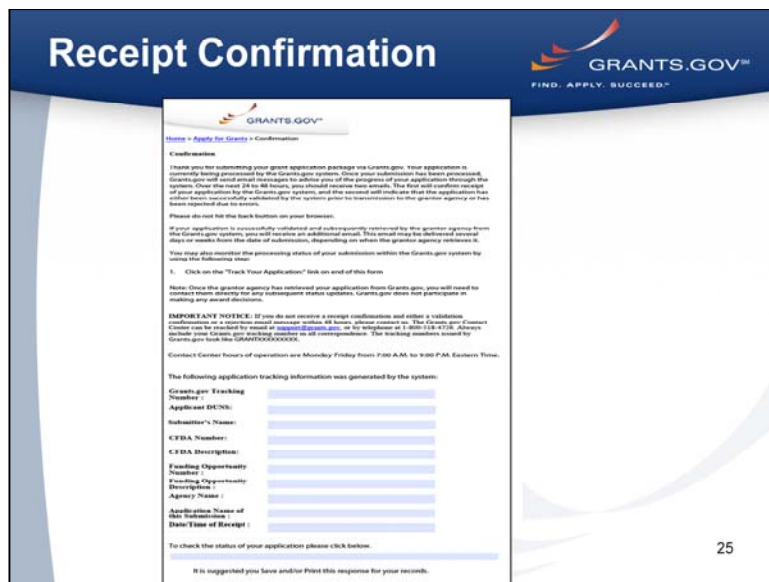
Submitting a Completed Application Package

- Everything we've done so far can be done without being registered but **TO SUBMIT YOU MUST BE REGISTERED**
- After clicking the Save & Submit button you will be prompted to login to Grants.gov with your Grants.gov username and password
 - You obtain the username and password during the registration process
- Once again it takes 3 – 5 business days to register but allow yourself up to 4 weeks
- It is also recommended you submit your application package as early as possible in the event you experience any issues
- In order to submit the package you will need to log on to the internet
- Please note: If you are not designated as an Authorized Organization Representative (AOR) and attempt to submit, you will receive the following system prompt - *“Your application cannot be submitted because you are not a designated by your organization as an Authorized Organization Representative (AOR). Please contact your eBiz Point of Contact to get the AOR role assigned to you and then resubmit the application.”*
 - If you think you have received the prompt in error, contact the Grants.gov Contact Center via the self-help iPortal (<http://grants.gov/iportal>) or by dialing 1-800-518-4726 for help verifying your AOR status



SIGN AND SUBMIT SCREEN

- The final step is to click on Sign and Submit
- By doing so you are authenticating your application submission



RECEIPT CONFIRMATION

Confirmation for Completing and Submitting an Application

- After submitting your package you will receive a confirmation screen
- This screen will contain a Grants.gov tracking number which can be used to track the status of your application on Grants.gov
- The Tracking Number is the identifier for your specific application and should be utilized if you need to contact the Grants.gov Contact Center or the receiving agency
 - The confirmation page has a URL where you can click to check the status of your application in the Grants.gov system

Please Note: You can utilize the new Track My Application functionality to view the status of up to 5 applications without login to Grants.gov

- To see the complete status of all submitted packages, you must login
- This functionality does not provide any status on the award of the opportunity
- Grants.gov does not maintain award data nor are they involved in the award process
- The agency will notify you of award
- The receipt confirmation screen contains a date and time stamp of the application submission as well as the submitter's name and DUNS #
- Keep this information for your records

Track My Application
Applicant Submission

GRANTS.GOV™
FIND. APPLY. SUCCEED.®

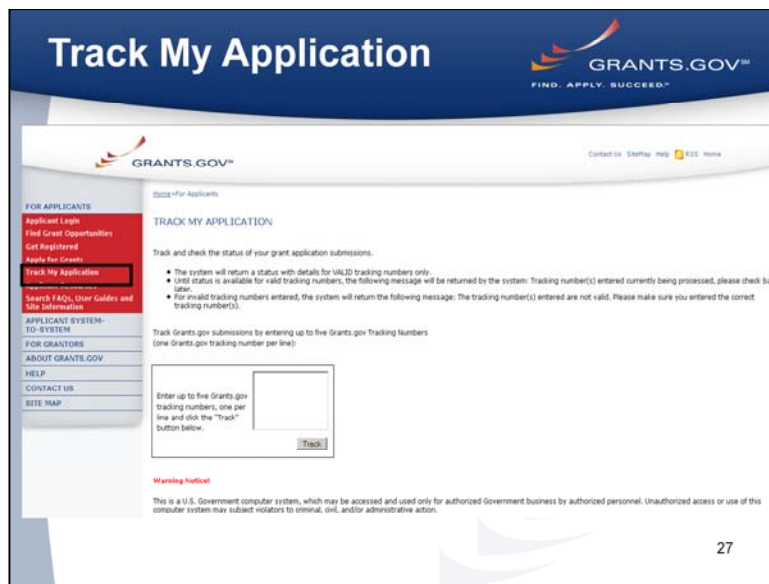
1. Receipt
 - Grants.gov E-mail Verifying Receipt (*with Track My Application URL*)
2. Validation
 - Grants.gov E-mail Verifying Successful Submission
 - **OR** Rejection Due to Errors
3. Transmission to Agency
 - E-mail Sent Once Agency Retrieves Submission

26

TRACK MY APPLICATION

After Application Submission

- You will be contacted via email at least 3 times after your submission
- For each step in the submission process (within 24 to 48 hours after submission)
 - Receipt Email** – confirms receipt of package by Grants.gov system, and gives a URL and tracking number to use to find out the status of a submission without login
 - Validation Email** – confirms validation of package components by Grants.gov system
 - Grants.gov validation is for technical components only (Grants.gov does not review the submission content or evaluate it for awards)
 - The validation does a virus scan and checks to ensure the DUNS # you entered in the application package is the exact same DUNS you utilized for your registration
 - If your package has errors you will receive an e-mail w/ “rejection due to errors”
 - If you receive this you should contact the Grants.gov Contact Center for assistance and to create a customer service record of your issue
 - If you miss the deadline Grants.gov cannot assist you
 - Contact the Agency PoC listed on the opportunity to tell them why you missed the deadline
 - It is at the Agency’s discretion on whether to accept the application after the deadline
- Once the Agency retrieves your application package you will receive an e-mail stating so



TRACK YOUR APPLICATION

- Visit the **Track My Application** page and enter the tracking number of up to 5 specific submissions or login to Grants.gov to view the status of all submissions
- The Grants.gov tracking number assigned to your submission which can be found on:
 - Submission Confirmation Screen
 - Validation
 - Submission Receipt
 - Agency Retrieval Email (received within 24 to 48 hours after submission)

Tips

Grant Proposal Tips

- Follow Grantor Instructions
- Include Sufficient Program and Budget Details
- Be Realistic

Grants.gov Application Tips

- Limit Application File Size/ File Name Characters (50 or less)
- Avoid Special Characters in File Names
- Use Correct DUNS Number
- Use Grants.gov Compatible Software
- Register and Submit Early

28

TIPS

Grant Proposal Tips - To Have A Competitive Application

- Follow the instructions given by specific agency for a specific opportunity since they will vary
 - Ensure you answer all questions
 - Proofread follow fonts and formatting guidelines
- Include sufficient program details
 - Emphasize and justify significance of problem you are addressing
- Be realistic
 - Do not overestimate the work that can done with the proposed budget or during a grant period
 - Provide sufficient detail on program and budget

For Resources and Other Tips, visit the All About Grants page: http://grants.gov/applicants/all_about_grants.jsp

- Here you will find resources and links to articles, agency information and grant writing tips

Grants.gov Application Tips- To Avoid Submission Errors During Grants.gov Validation

- Limit File size /File Names
 - Limit file size whenever possible try to limit all files to 200MB
 - Especially when using video/animation and sound files as attachments
 - Limit file name to 50 characters It is not necessary to include extra details in the file name, such as your full name
 - All file attachments within your application package are associate with you (your DUNS), and this particular application
- Avoid Special Characters (-, &, *, %, /, #, ¥, _.,)
 - Do not use special or proprietary characters such as hyphen, percentage or forward slash
 - Do not use spacing or a period (.) in file name but you can utilize underscore (_)
- Use Correct DUNS Number
 - DUNS in the application package must be the same as your AOR registration
 - Use Grants.gov compatible software (Adobe Reader 9.3.2 is the latest version)
 - Compatible Software version table: http://www07.grants.gov/help/download_software.jsp#adobe811
- Submit Early
 - In time to meet the Grantor agency deadline
 - To avoid any issues you could encounter
 - Announcements close in Eastern Time

Connect with Grants.gov and Additional Resources



Connect with Grants.gov

- Succeed Quarterly Newsletter & Stakeholder Webcast invite
- Grants.gov Updates
- RSS Feeds or email notifications
- Contact Center (Support available 24/7)
 - Email: support@grants.gov
 - Toll-Free Phone Number: 1-800-518-4726
 - Self-help iPortal: (<http://grants.gov/iportal>)

Additional Resources http://grants.gov/applicants/app_help_reso.jsp

- Animated Tutorials
- Brochures (Overview/Registration)
- FAQs
- User Guides

29

CONNECT WITH GRANTS.GOV AND ADDITIONAL RESOURCES

Connect with Grants.gov

- Sign-up for
 - Succeed Quarterly Newsletter & Stakeholder Webcast invite
 - Grants.gov Updates
 - RSS Feeds or email notifications

Get Help - Contact Center

- Call, email or visit the Grants.gov self-help iPortal to get help from the Contact Center for questions pertaining to registration application submission and technical issues (support available 24/7)
- Toll-Free Phone Number: 1-800-518-4726
- Email: support@grants.gov
- Self-help iPortal: (<http://grants.gov/iportal>)
- If you have a question for a specific grant opportunity or questions about the type of information to be entered into an application package, contact the grantor Agency POC
 - Agency PoC information is available within the synopsis and on the cover sheet of the application for your opportunity

Additional Resources include the Applicant Resources Page http://grants.gov/applicants/app_help_reso.jsp

- Animated Tutorials
- Brochures (Overview/Registration)
- FAQs
- User Guides
- Troubleshooting Tips