

**PS21-2102**

**Comprehensive High-Impact HIV Prevention  
Programs for Community-  
Based Organizations**

**Office of Grants Services Overview**

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Office of Grants Services (OGS)



# Topic Overview

## Centers for Disease Control Office of Grants Services (OGS)

### PRE-APPLICATION INFORMATION AND TIPS FOR APPLYING



# Topic Overview

- ❑ Cooperative Agreements
- ❑ Regulations and Policies
- ❑ How to Apply
- ❑ Budget Information
- ❑ Application Tips
- ❑ Payment Management System (PMS)



## What is a Cooperative Agreements

The Federal Grant and Cooperative Agreement Act of 1977, 31 U.S.C. 6301, defines the cooperative agreement as an alternative assistance instrument to be used in lieu of a grant whenever substantial Federal involvement with the recipient during performance is anticipated. The difference between grants and cooperative agreements is the degree of Federal programmatic involvement rather than the type of administrative requirements imposed. Therefore, statutes, regulations, policies, and the information contained in this policy statement that are applicable to grants also apply to cooperative agreements, unless the award itself provides otherwise.



## Regulations and Policies

- ❑ 2 CFR 200 (Universal Cost Principles, Administrative and Audit Requirements for Federal Awards)
- ❑ 45 CFR 75 Uniform Guidance (Federal Awards to Non – Federal Entities)
- ❑ Health and Human Services (HHS) Grants Policy Statement



# Grant Application Process

## □ Prior to applying

- Become familiar with the Grants.gov website
- Keep track of the technical assistance provided through the Grants.gov website
- Ensure that your organization has the following readily available and current
  - Data Universal Numbering System (DUNS) number
  - Employer Identification Number (EIN)
  - System for Award Management (SAM) Registration
  - Bank account information
- Review the Notice of Funding Opportunity (NOFO)





# FOR APPLICANTS



## Check Your Eligibility

Are you or your organization eligible for a grant? Learn how to check your eligibility here.

[Check Your Applicant Eligibility »](#)



## Get Registered

To apply, you need to register as either an individual or organization applicant. Begin registering today.

[Individual Registration »](#)  
[Organization Applicant Registration »](#)



## Apply for Grants

Ready to apply? Find instructions for the application download and submission process in Grants.gov.

[Apply for a Grant Opportunity Today »](#)  
[Workspace Overview »](#)



## Track Your Application

Enter your Grants.gov tracking number to follow the progress of up to five applications at a time.

[Track Your Application »](#)

# Grant Application Process

## □ Register NOW with Grants.gov

- Your organization must complete the Grants.gov registration process to apply for a grant
- Registration process can take between 3-5 business days or as long as four weeks





# Organization Applicant Registration

[HOME](#)[LEARN GRANTS](#)[SEARCH GRANTS](#)[APPLICANTS](#)[GRANTORS](#)[SYSTEM-TO-SYSTEM](#)[FORMS](#)[OUTREACH](#)[SUPPORT](#)[GRANTS.GOV](#) > [Applicants](#) > [Organization Applicant Registration](#)

## ORGANIZATION APPLICANT REGISTRATION

### APPLICANT ACTIONS

- » [Apply for Grants](#)
- » [Track My Application](#)

### APPLICANT RESOURCES

- » [Applicant Eligibility](#)
- » [Individual Registration](#)
- » [Organization Applicant Registration](#)
  - » [STEP 1: Obtain a DUNS Number](#)
  - » [STEP 2: Register with SAM](#)
  - » [STEP 3: Create a Username and Password](#)
  - » [STEP 4: EBiz POC Authorizes Roles](#)
  - » [STEP 5: Track Role Status](#)
- » [Workspace Overview](#)
- » [Applicant Tools & Tips](#)
- » [Applicant FAQs](#)
- » [Adobe Software Compatibility](#)
- » [Submitting UTF-8 Special Characters](#)
- » [Encountering Error Messages](#)



### Registering as an Organization Applicant

Before applying for a funding opportunity, you need to register as an applicant associated with an organization. Registering with Grants.gov allows you to create an account and connect it with the organization you either work for or otherwise contribute to their grant applications.

Registering as an organization applicant submits a request to your organization's EBiz POC for Grants.gov roles. One of these roles is the Authorized Organization Representative (AOR) role, which, if authorized to you, allows you to submit applications on behalf of your organization. An organization is an entity that submits grant applications on behalf of the group, such as a state government, nonprofit organization, or a private business.

Registering as an organization applicant has five main steps. Below is an overview of the registration process. Click one of the steps to view more detailed instructions.

Please make sure to begin registration early, as the process takes between three business days and three weeks. If you do not complete your registration by the submission deadline, then you are unlikely to be allowed to submit an application. You should contact the agency point of contact listed on the grant opportunity to discuss that agency's policy.

### Grants.gov Online User Guide

Find registration, login, and search instructions for all users in the [Grants.gov Online User Guide](#).

For detailed applicant information, review the Applicants section of the online user guide.

### Reach Out and Get Help

Contact the Grants.gov Support Center to get help from a Contact Center Representative.

Email us at [support@grants.gov](mailto:support@grants.gov) or [visit our Support page](#).



# Grant Application Process

## ❑ Grants.gov Registration Requirements

- Data Universal Numbering System (DUNS) Number
  - Application: <https://fedgov.dnb.com/webform/index.jsp>
  - For help either call (866) 705-5711 or e-mail [CCRhelp@dnb.com](mailto:CCRhelp@dnb.com)
- System for Award Management (SAM)
  - Create a user account
  - Web: <https://www.sam.gov/SAM/>
  - For help check the user guide first and then...
    - Call (866) 606-8220 (domestic calls)  
(334) 206-7828 (international calls)
    - Visit: <https://www.fsd.gov>
- Employer Identification Number (EIN)

❑ Grants.gov : [https://www.grants.gov/web/grants/applicants/apply\\_for\\_grants.html](https://www.grants.gov/web/grants/applicants/apply_for_grants.html)



## Step 1: Obtain a DUNS Number

Obtaining a Data Universal Number System (DUNS) number is the first step in registering as an organization applicant in Grants.gov. The instructions below describe DUNS and walk through the process of acquiring a free DUNS number.

### ❑ Purpose of DUNS

A DUNS number is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated.

### ❑ Before Registering for a DUNS Number

❑ Does my organization already have a DUNS number?

❑ How to Register for a DUNS Number

❑ If your organization does not yet have a DUNS number, or no one knows it, visit the Dun & Bradstreet (D&B) website or call **1-866-705-5711** to register or search for a DUNS number.



## Step 2: Register with SAM

- ❑ Registering with the System for Award Management (SAM) is the second step of registering as an organization applicant. The information below describes SAM and explains the free registration process.

### Purpose of SAM

- SAM is a web-based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract awards, grants, and electronic payment processes.
- It is the EBiz POC within your organization who must register your organization with SAM. The EBiz POC is also responsible for approving your Grants.gov roles request.

**NOTE: The EBiz POC must renew your organization's SAM registration "ANNUALLY."**



## Step 2: Register with SAM (continued)

- ❑ To register with SAM, go to the [SAM website](#) with the following information:
  - DUNS number
  - Taxpayer Identification Number (TIN) or Employment Identification Number (EIN)
- ❑ When your organization registers with SAM, you must designate an EBiz POC. The EBiz POC is issued a Marketing Personal Identification Number (MPIN) by SAM, which gives you the authority to designate AORs.
- ❑ What's an AOR? They are the staff members in your organization who are allowed to submit applications in Grants.gov.



## Apply for Grants

- ❑ *Applying for a grant is an exciting but resource-intensive process.* Below is an overview of the application process in Grants.gov. For more specific instructions on applying in Grants.gov, click on one of the steps below. If you are interested in more context and information about the grants lifecycle, visit [Grants 101](#).
- ❑ Before you apply, make sure you found a funding opportunity [you are eligible for](#) and registered to apply through Grants.gov as [an individual](#) or [an organization](#) . If you would like more time to plan before applying, search for [forecasts of grant opportunities](#) in Search Grants.



# Grant Application Process

- Find a funding opportunity announcement

**Keyword Search:**

**Search by Funding Opportunity Number:**

**Search by CFDA Number:**

## Search Results

[New Search](#)

Sort: Open Date, Descending

[Sort by Close Date](#)

Results 1 - 1 of 1

<a href="#">Open Date</a>	<a href="#">Opportunity Title</a>	<a href="#">Agency</a>	<a href="#">Funding Number</a>
02/18/2011	<a href="#">Community Approaches to Reducing Sexually Transmitted Diseases</a>	Centers for Disease Control and Prevention	CDC-RFA-PS11-1114



# Grant Application Process

## □ Submit an application

- You must be completely registered on Grants.gov to upload a completed application.
- No extensions to the NOFO application due date are granted. No exceptions.
- All applications must be submitted and accepted via [www.Grants.gov](http://www.Grants.gov)

Step 1

### Download a Grant Application Package

Downloading a grant application package allows you to complete it offline and route it through your organization for review before submitting.

[Click here](#) to verify if your Adobe software version is compatible with Grants.gov.

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency specific instructions are available for download when you download your application package, which will include required information for your submission.

Step 2

### Complete the Grant Application Package Step

Now that you have downloaded an application package, complete the grant application offline. Save changes to your application as you go, Grants.gov does NOT automatically save changes. The package cannot be submitted until all required fields have been completed.

[View a narrated tutorial on how to complete a grant application package using Adobe.](#) If you're having problems completing the package, [view our Frequently Asked Questions.](#)

Step 3

### Submit the Completed Grant Application Package





# Grant Application Process

## □ When completing applications:

- Review and follow instructions and deadlines provided in the NOFO
- Provide a proposed narrative and explain the project completely
- Prepare a budget as it relates to the requirements identified in the NOFO
  - Also make sure to follow CDC Budget Guidelines when preparing a budget.
- Identify key personnel and applicable duties (e.g., Program director and business official)
- Identify the approving officials for the organization to prevent processing delays



# Grant Application Process

- ❑ **When completing applications:**
  - Include key forms/documents
    - SF 424 Application for Federal Assistance (non-research)
    - SF 424A Budget Information
    - SF 424B Assurances
    - CDC Certifications
    - Budget and Project Narrative
    - Budget Spreadsheet (for consolidated programs)
    - Debarment and Suspension Certification
    - Certification for Trafficking Victims Protection Act of 2000
- ❑ **All new non-research grant applications must be submitted through Grants.gov**
- ❑ **Application deadline November 20, 2020**



# Budget Guidelines

## ❑ Overarching Goal

- Provide quality and proper stewardship of grants by managing the financial resources of the federal government

## ❑ Primary objectives are to assure that the recipient:

- Is eligible to participate in a federally funded program
- Has all appropriate clearances
- Proposes costs that are allowable, allocable, and reasonable
- Has a budget that is complete and properly detailed



# Preparing Your Budget



- ❑ In order to prepare a proper budget, it is important to know the following:
  - the types of costs that are allowable
  - the cost principles to apply
  - differences between direct & indirect costs
- ❑ To assist you in preparing your budget, please follow the template and budget guidelines at:

<https://www.cdc.gov/grants/documents/Budget-Preparation-Guidance.pdf>

# Cost Considerations

## ❑ Cost Principles:

- 2 CFR Part 200 Cost Principles for Non-Profit Organizations
- If the financial management system meets 45 CFR 75.302 standards, recipients can use their own accounting systems, policies, and procedures to implement the cost principle requirements.

## ❑ Direct Costs:

- Costs identified specifically with a particular award, project or program, service, or other organizational activity

## ❑ Indirect Costs:

- Facility or administrative costs—costs incurred for common or joint objectives
- In order to be approved, an agency must have a current, federally negotiated and approved indirect cost rate agreement



# Indirect Cost Rates

- ❑ A uniform method for allocating indirect cost to all projects
  - Indirect Cost Rate = a percentage used to distribute costs to all cost centers benefitting from those costs
- ❑ Any organization with more than one source of funding needs an indirect cost rate
- ❑ Responsibilities
  - Recipient– submits indirect cost proposal which provides the basis for review, audit, and negotiation to cognizant agency
  - Cognizant Agency– HHS Division of Cost Allocation is responsible for negotiating and approving the agreement based on documentation submitted from various organizations



## Indirect Cost Rates

- ❑ You may elect to use the de minimis rate if you have never had a federally negotiated indirect rate agreement (NICRA). The de minimis rate is 10% of modified total direct .
- ❑ The de minimis rate is considered a fixed rate and may not be changed
- ❑ To apply for an Indirect Cost rate agreement please go to the United States Department of Health & Human Services/Program Support Center (PSC) at:
  - <https://rates.psc.gov/fms/dca/orgmenu1.html>



# Allowable Costs

- ❑ Cost principles provide four tests that are used to determine if a cost is allowable:
  - Reasonableness
    - A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost
    - It is “ordinary and necessary” for the operation of the organization or performance of the grant
    - Restraints or requirements may be imposed on this test by:
      - Generally accepted, sound business practices
      - “Arms length” bargaining
      - Government regulations
      - Grant terms and conditions





# Allowable Costs

- Allocability

- A cost is allocable to a recipient if it is treated consistently with other costs incurred for the same purpose, AND meets at least one of the following:
  - It is incurred solely in order to advance work under the grant;
  - It benefits both the grant and other work of the organization, including other grant-supported projects or programs
  - It is necessary to the operation of the organization, even though a direct relationship to a specific cost objective cannot be demonstrated



# Allowable Costs

- Consistency
  - Recipients must be consistent in assigning costs to cost objectives
  - Costs must be treated consistently for all work of the organization under similar circumstances, regardless of the source of funding, so as to avoid duplicate charges
- Conformance
  - Conformance with limitations and exclusions contained in the terms and conditions of award, including those in the cost principles



# Budget Categories

## □ Salary and Fringe Benefit line items

- A description of the responsibilities should be provided.
- The description should be directly related to specific program objectives
- Salary
  - Must not exceed Executive Level II or \$197,300. The latest salary threshold may be found at [http://grants.nih.gov/grants/policy/salcap\\_summary.htm](http://grants.nih.gov/grants/policy/salcap_summary.htm)
- Fringe Benefit
  - Allowable provided such benefits are granted in accordance with established written organizational policies



# Budget Categories (Continued)

## □ Travel

- Staff travel
  - Shown in the “Travel” category
  - The only dollar amount included in the “Travel” category
- Consultant travel
  - Shown in the “Consultant” category
- Other participants, advisory committees, review panels, etc. travel
  - Shown in the “Other” category
- Provide justification for both in-state and out-of-state travel including the itemized information listed in the budget guidelines



# Budget Categories (Continued)

## □ Contractual Costs

- Recipients must receive written approval from CDC prior to establishing a third-party contract to perform program activities
- The following information is required to be submitted:
  - Name of contractor
  - Method of selection
  - Period of performance
  - Scope of work
  - Method of accountability
  - Itemized budget and justification



# Budget Categories (Continued)

## □ Consultant Costs

- Recipients must receive written approval from CDC prior to establishing a written agreement for consultant services (e.g., training, expert consultant, etc.)
- The following information is required to be submitted
  - Name of consultant
  - Organizational affiliation (if applicable)
  - Nature of services to be rendered
  - Relevance of service to the project
  - Number of days of consultation (basis for fee)
  - Expected rate of compensation
  - Method of accountability



# Budget Categories (Continued)

## □ Equipment vs. Supplies

### ■ Equipment

- Useful life of more than one year AND a cost of  $\geq$ \$5,000 per unit
- Consider maintenance costs in budget
- Provide justification which includes the use and relationship to the specific program objectives
- Items being procured in excess of \$5,000 must submit a minimum of 3 quotes to the Grants Management Specialist

### ■ Supplies

- General office supplies may be shown by an estimated amount per month times the number of months in this budget category
- Major supply items (<\$5,000) should be justified and related to specific program objectives
- Provide justification and relate it to specific program objectives



# Budget Categories (Continued)

## □ Indirect Costs

- Avoid creating an alternate base for your rate. (Example: If your base is 25% of salary and wages, do not base the rate on any other method such as a percentage of overall grant funds received)
- DO NOT draw down all of your indirect funds at once.
- Indirect funds must not be separated from direct funds.
- “Double dipping” is not allowed.
- Time and effort must not go beyond 100%





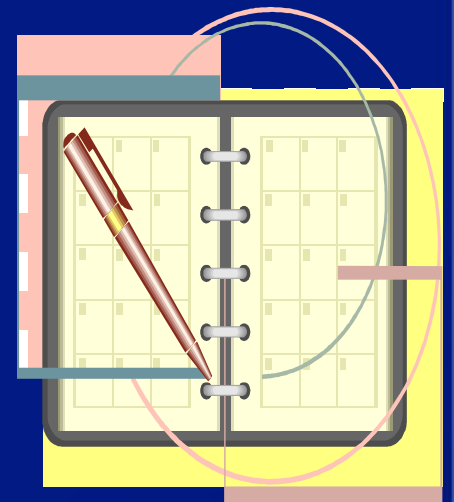
# Application Tips

- ❑ **Include a cover letter that cites the...**
  - NOFO number (PS21-2102)
  - Category applying for
  - Budget amount
  - Organization point of contact
- ❑ **Any pages in excess of page limits will be removed from application and not forwarded to review panel.**
  - Work Plan is limited to 10 pages
  - Project Narrative is limited to 30 pages
- ❑ **Use the NOFO and evaluation criteria section as guide to develop the work plan and project narrative.**



# Application Tips

- ❑ Application packages must be **SUCCESSFULLY** submitted into Grants.gov no later than 11:59 PM EST on November 20, 2020.
- ❑ Extensions to the due date will NOT be granted.
- ❑ Submit your application package as early as possible.
  - *Do not wait to the last day, hour or minute.*
  - Ensure all Grants.gov errors are cleared up prior to the due date



# Payment Management System (PMS)

Payment Management System (PMS) is a one-stop shop for grant payments. PSC is committed to improving the quality of our solutions to better serve our customers.

- Web address is <https://pms.psc.gov>.

## ❑ Access- New User Request

To gain access to PMS so they can view available funds, request funds, or submit reports users will need to request permission and be approved by PSC. Recipients will be required to make an online request to obtain this access.



# Payment Management System (PMS) - Continued

Users will need to provide the following:

- ❑ information concerning their organization
- ❑ personal contact and supervisor information
- ❑ select the requested access level required

PSC will review the request and verify the provided information. Once they issue their approval a username and a temporary password will be issued to the requester.

Contact the PMS Help Desk 1-877-614-5533



# Thank You

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**Any Questions**