

# Non-Competing Continuation Application

A Non-Competing Continuation application is necessary for additional funding into a new budget period within a previously approved project period, through a non-competing process.

Grantees should submit an application in GrantSolutions in accordance with the included instructions not later than 60 days prior to the new budget period start date.

This non-competing continuation application is for fiscal purposes only; no programmatic submission (e.g., project narrative) is required.

## **Continuation Schedule**

<b>Submit application by</b>	<b>Notice Issued date</b>	<b>New budget period start date</b>
May 1, 2021	June 1, 2021	July 1, 2021

## **Required Documents**

- SF 424 Application for Federal Financial Assistance that show the increased amount of \$577,449
- SF 424A Budget Information for Non-Construction Program
- Budget Narrative/Justification (see Appendix A).

Fillable forms are included in this information packet.

## **Documents required if applicable**

- Miscellaneous Documents
  - o Notice of change in key personnel and resumes as applicable
  - o Information supporting changes in entity information, i.e. change in address, DUNS or EIN, as applicable.

\*Note: Ensure compliance with reporting requirements in accordance with the terms and conditions of the award prior to submission.

## **How to Submit Your Request:**

For detailed submission instructions, refer to Appendix B.

# Appendix A

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For use in developing and presenting your Budget Narrative/Justification, a sample format is included. In your Budget Narrative/Justification, you should include a breakdown of the budgetary costs for all of the object class categories noted in Section B, across three columns: Federal; non-Federal cash; and non-Federal in-kind. Cost breakdowns, or justifications, are required for any cost of \$1,000 or for the thresholds as established in the examples. The Budget Narratives/Justification should fully explain and justify the costs in each of the major budget items for each of the object class categories, as described below. Non-Federal cash as well as, sub-contractor or sub-grantee (third party) in-kind contributions designated as match must be clearly identified and explained in the Budget Narrative/Justification

Line 6a: **Personnel:** Enter total costs of salaries and wages of applicant/grantee staff. Do not include the costs of consultants, which should be included under 6h Other.

**In the Justification:** Identify updates to the project director/principal investigator. Specify the key staff, their titles, and time commitments in the budget justification.

Line 6b: **Fringe Benefits:** Enter the total costs of fringe benefits unless treated as part of an approved indirect cost rate.

**In the Justification:** If the total fringe benefit rate exceeds 35% of Personnel costs, provide a breakdown of amounts and percentages that comprise fringe benefit costs, such as health insurance, FICA, retirement, etc. A percentage of 35% or less does not require a break down but you must show the percentage charged for each full/part time employee.

Line 6c: **Travel:** Enter total costs of all travel (local and non-local) for staff on the project. **NEW:** Local travel is considered under this cost item not under Other. Local transportation (all travel which does not require per diem) is considered local travel. Do not enter costs for consultant's travel - this should be included in line 6h.

**In the Justification:** Include the total number of trips, number of travelers, destinations, purpose (e.g., attend conference), length of stay, subsistence allowances (per diem), and transportation costs (including mileage rates).

Line 6d: **Equipment:** Enter the total costs of all equipment to be acquired by the project. For all grantees, "equipment" is nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. If the item does not meet the \$5,000 threshold, include it in your budget under Supplies, line 6e.

**In the Justification:** Equipment to be purchased with federal funds must be justified as necessary for the conduct of the project. The equipment must be used for project-related functions. Further, the purchase of specific items of equipment should not be included in the submitted budget if those items of equipment, or a reasonable facsimile, are otherwise

available to the applicant or its subgrantees.

Line 6e: **Supplies:** Enter the total costs of all tangible expendable personal property (supplies) other than those included on line 6d.

**In the Justification:** For any grant award that has supply costs in excess of 5% of total direct costs (Federal or Non-Federal), you must provide a detailed breakdown of the supply items (e.g., 6% of \$100,000 = \$6,000 - breakdown of supplies needed). If the 5% is applied against \$1 million total direct costs (5% x \$1,000,000 = \$50,000) a detailed breakdown of supplies is not needed. Please note: any supply costs of \$5,000 or less regardless of total direct costs does not require a detailed budget breakdown (e.g., 5% x \$100,000 = \$5,000 - no breakdown needed).

Line 6f: **Contractual:** Regardless of the dollar value of any contract, you must follow your established policies and procedures for procurements and meet the minimum standards established in the Code of Federal Regulations (CFR's) mentioned below. Enter the total costs of all contracts, including (1) procurement contracts (except those which belong on other lines such as equipment, supplies, etc.). Note: The 33% provision has been removed and line item budget detail is not required as long as you meet the established procurement standards. Also include any awards to organizations for the provision of technical assistance. Do not include payments to individuals on this line. Please be advised: A subrecipient is involved in financial assistance activities by receiving a sub-award and a subcontractor is involved in procurement activities by receiving a sub-contract. Through the recipient, a subrecipient performs work to accomplish the public purpose authorized by law. Generally speaking, a sub-contractor does not seek to accomplish a public benefit and does not perform substantive work on the project. It is merely a vendor providing goods or services to directly benefit the recipient, for example procuring landscaping or janitorial services. In either case, you are encouraged to clearly describe the type of work that will be accomplished and type of relationship with the lower tiered entity whether it be labeled as a subaward or subcontract.

**In the Justification:** Provide the following three items - 1) Attach a list of contractors indicating the name of the organization; 2) the purpose of the contract; and 3) the estimated dollar amount. If the name of the contractor and estimated costs are not available or have not been negotiated, indicate when this information will be available. The Federal government reserves the right to request the final executed contracts at any time. If an individual contractual item is over the small purchase threshold, currently set at \$100K in the CFR, you must certify that your procurement standards are in accordance with the policies and procedures as stated in 45 CFR Part 75 for states, in lieu of providing separate detailed budgets. This certification should be referenced in the justification and attached to the budget narrative.

Line 6g: **Construction:** Leave blank since construction is not an allowable cost for this program.

Line 6h: **Other:** Enter the total of all other costs. Such costs, where applicable, may include, but are not limited to: insurance, medical and dental costs (i.e. for project volunteers this is different from personnel fringe benefits), non-contractual fees and travel paid directly to

individual consultants, postage, space and equipment rentals/lease, printing and publication, computer use, training and staff development costs (i.e. registration fees). If a cost does not clearly fit under another category, and it qualifies as an allowable cost, then rest assured this is where it belongs.

Note: A recent Government Accountability Office (GAO) report number 11-43, has raised considerable concerns about grantees and contractors charging the Federal government for additional meals outside of the standard allowance for travel subsistence known as per diem expenses. If meals are to be charged towards the grant, they must meet the following criteria outlined in the Grants Policy Statement:

*Meals are generally unallowable except /or the following:*

- *For subjects and patients under study (usually a research program);*
- *Where specifically approved as part o/ the project or program activity;*
- *When an organization customarily provides meals to employees working beyond the normal workday, as a part of a formal compensation arrangement;*
- *As part of a per diem or subsistence allowance provided in conjunction with allowable travel; and Under a conference grant, when meals are a necessary and integral part of a conference, provided that meal costs are not duplicated in participants' per diem or subsistence allowances (Note: the sole purpose o/ the grant award is to hold a conference).*

**In the Justification:** Provide a reasonable explanation for items in this category. For example, individual consultants explain the nature of services provided and the relation to activities in the work plan or indicate where it is described in the work plan.

Line 6i: **Total Direct Charges:** Show the totals of Lines 6a through 6h.

Line 6j: **Indirect Charges:** Enter the total amount of indirect charges (costs), if any. If no indirect costs are requested, enter "none." Indirect charges may be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency; or (2) the state or local government agency applicant should enter the amount of indirect costs determined in accordance with DHHS requirements. Indirect Costs can only be claimed on the Federal share of direct costs. Any unused portion of the grantee's eligible indirect cost amount that are not claimed on the Federal share of direct charges can be claimed as un-reimbursed indirect charges, and that portion can be used towards meeting the recipient match.

Line 6k: **Total:** Enter the total amounts of Lines 6i and 6j.

Line 7: **Program Income:** As appropriate, include the estimated amount of income, if any, you expect to be generated from this project that you wish to designate as match (equal to the amount shown for Item 15(f) on Form 424).



## Non-Competing Continuations

Non-Competing Continuations can be viewed and processed in the GrantSolutions GMM. If the Grantee organization qualifies for more than one period of support, the application process can be performed in the system. Typically, a non-compete condition exists where the current budget period end date is before the project period end date and requires a new budget period for an existing project. If the Grantee qualifies for a non-compete application, the “My Grants List” visibly displays the *status* and *apply* links.

Once the awarding agency posts the non-competing continuation kit (application package), the Grantee may select the **Apply For Non Competing Award** link to begin the application process.

*Note: Once started, Non-Competing applications may be accessed via the Applications menu or from the “My Grants List” screen.*

To apply for a Non-Competing Continuation in the GrantSolutions GMM:

1. From the “My Grants List” screen, locate the grant and click the link **Apply For Non Competing Award**.


Grant Number:	1 HBEIE130131-01-00	<a href="#">View NGA</a>
Grant Program:	State Exchange Planning and Implementation	<a href="#">Grant Notes</a>
Program Office:	OCIO/OHIE	<a href="#">Send Message</a>
Project Title:	State Exchange Test	<a href="#">History</a>
Award Issue Date: 	06/25/2013	<a href="#">Manage Amendments</a>
Project Period:	09/25/2013 to 11/12/2014	
Budget Period:	09/25/2013 to 09/24/2014	
Total Approved Budget (Federal):	\$100,000	
Next T&C Due Date:	N/A	
Status:	Work In Progress (Post Award) (Budget Revision )	
Non Competing Status:	LATE	<a href="#">Apply For Non Competing Award</a>
Non Competing Due Date:	08/15/2013	

Figure 76: My Grants List - Apply for Non Completing Award link



Grid View and List View

Click the **Grid View** icon to view Grant Projects in grid format. Grant Projects appear as cards.

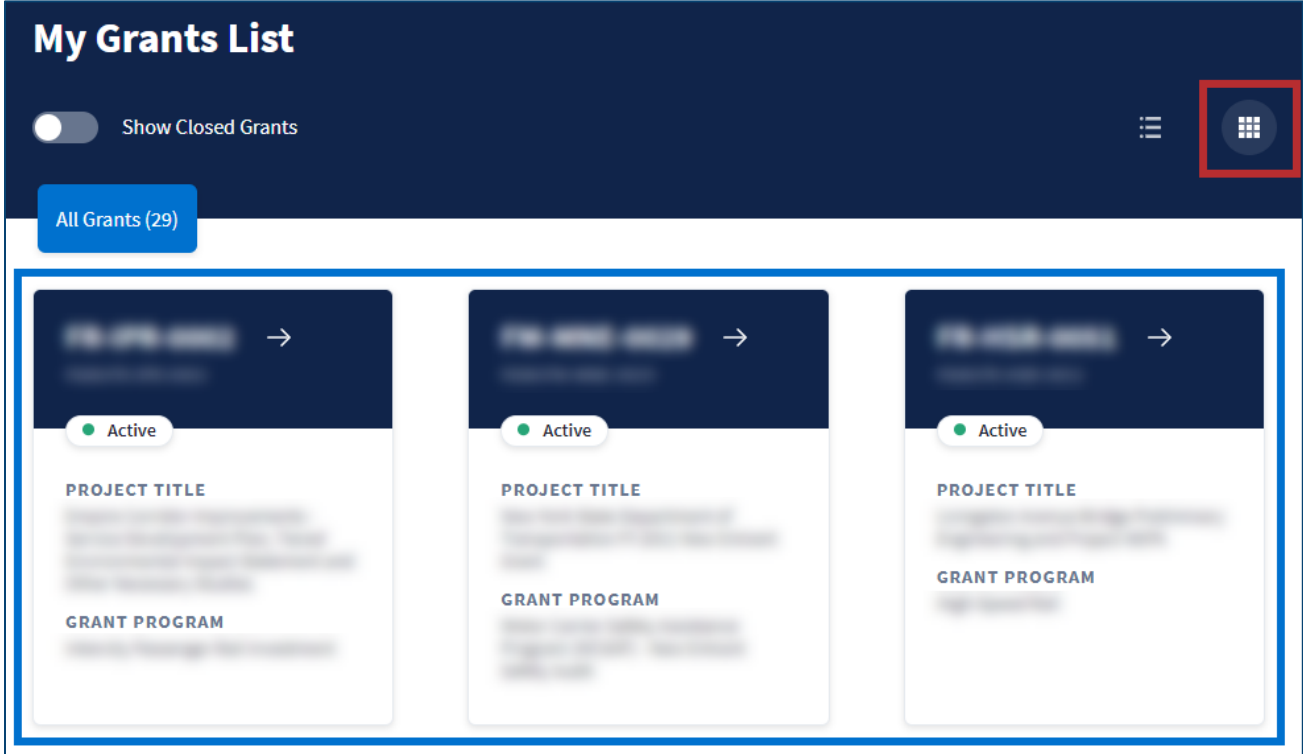


Figure 49: My Grants List screen in Grid View with Grid View icon

The due date of the application appears in the second column.

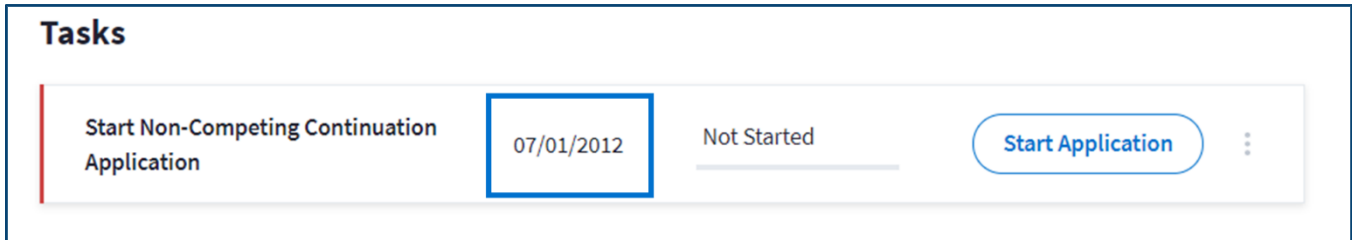


Figure 87: Tasks section with second column

Actions

Depending on the following status' in the third column, users can perform specific actions in the fourth column:

- *Not Started*: The application is not started. A **Start Application** action button appears in the fourth column to begin the application.
- *In Progress*: The application is started but is not submitted. An **Edit Application** action button appears in the fourth column to edit the application.
- *Submitted*: The application is submitted. A **View Application** action button appears in the fourth column to view the application.

Click the **action** button in the fourth column to perform an action.

**Note:** If the user role is not configured to process Non-Competing Continuation applications or Directed Supplement applications, the user can successfully click an action button but cannot submit an application.

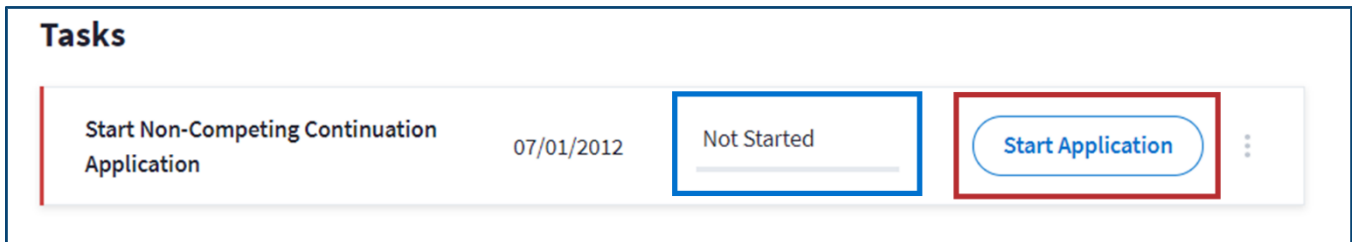


Figure 88: Tasks section with third and fourth columns

- The “GrantSolutions Non-Competing Continuation Application Control Checklist” screen appears with the status *Work in Progress*.

### GrantSolutions Non-Competing Continuation Application Control Checklist

**Work in Progress**

This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

**Print Application:**

[Original Submission](#)

Grantee	The Swivel Chair Center
Grant Number	HBEIE130131
Application Number	(To be assigned)

Figure 77: GrantSolutions Non-Competing Continuation Application Control Checklist screen

- The checklist screen contains the following information:
  - Status:** The status of the application. Statuses include Work in Progress and Submitted
  - Print Application – Original Submission:** Click the *Original Submission* link to view, print, or save a PDF of the entire application package (completed forms, attachments, etc.)
  - Grantee, grant, and project information:** Read-only information about the award

### GrantSolutions Non-Competing Continuation Application Control Checklist

**Work in Progress** General Instructions

This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

**Print Application:**

[Original Submission](#) ← View entire Non-Compete application as a PDF

Grantee	The Swivel Chair Center
Grant Number	HBEIE130131
Application Number	(To be assigned) <span style="color: red;">← General Information</span>
Project Title	State Exchange Test
Due Date	08/15/2013 12:00 AM (GMT - 05:00) Eastern Time (US & Canada)

Grant Announcement	Enclosure(s)	Attachment(s)	S
Cooperative Agreement to Support Establishment of the Affordable Care Act's Health Insurance Exchanges	<a href="#">View PDF Version</a> <a href="#">View Original Version</a>	N/A	

Figure 78: GrantSolutions Non-Competing Continuation Application Control Checklist - General Instructions and Information



- **Application Kit:** Includes online forms, enclosures, attachments, and form status

Grant Announcement	Enclosure(s)	Attachment(s)	Status
Cooperative Agreement to Support Establishment of the Affordable Care Act's Health Insurance Exchanges	<a href="#">View PDF Version</a> <a href="#">View Original Version</a>	N/A	⏏
Online Forms	Enclosure(s)	Attachment(s)	Status
Change Grantee Information	<a href="#">Enter Online</a>	N/A	⏏
Change Project Director	<a href="#">Enter Online</a>	N/A	⏏
SF-424 Application for Federal Assistance Version 2	<a href="#">Enter Online</a>	N/A	⏏
SF-424A Budget Information - Non-Construction	<a href="#">Enter Online</a>	N/A	⏏
SF-424B Assurances - Non-Construction	<a href="#">Enter Online</a>	N/A	⏏
SF-LLL Disclosure of Lobbying Activities	<a href="#">Enter Online</a>	0 Uploaded Files 1 Mail-in Items	⚠
Program Narrative	Enclosure(s)	Attachment(s)	Status
CCIO - Budget Narrative (Upload File)		N/A	⏏
CCIO - Project Narrative (Upload File)		N/A	⏏
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cover Letter		N/A	⏏
CCIO - Miscellaneous Information		N/A	⏏

Figure 79: GrantSolutions Non-Competing Continuation Application Control Checklist - Application Kit

- **Verify Submission:** Submit application
  - **Close:** Return to the “My Grants List” screen
4. To enter an online form, select the **Enter Online** link to the right of the form name.

Note: Required forms vary by program and awarding agency.

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424 Application for Federal Assistance Version 2	<a href="#">Enter Online</a>	N/A	L
SF-424A Budget Information - Non-Construction	<a href="#">Enter Online</a>	N/A	L
SF-424B Assurances - Non-Construction	<a href="#">Enter Online</a>	N/A	L
SF-LLL Disclosure of Lobbying Activities	<a href="#">Enter Online</a>	N/A	L

Figure 80: GrantSolutions Non-Competing Continuation Application Control Checklist screen - Enter Online link

5. The selected online form displays. Enter all necessary information.

Note: When entering dollar amounts, do not use the dollar sign (\$) or commas.

6. Upon completing the form, click the **Save** button.

Authorized Representative *	Completed on Submission	Completed on Submission
<input type="button" value="Save"/> <input type="button" value="Close"/>		

Figure 81: Online form - Save button

*Tip: On the 424A only, the message “Would you like to transfer your budget totals information to the SF-424 form” appears. Click Yes.*

- If there are no errors, the *Save Successful* message appears at the bottom of the screen.

Note: If there are problems, an error icon (red circle with white exclamation point) appears next to the cells that need corrections. To view the error text, point to the error icon with the mouse. Make change and then click the Save button again.

- Click the **Close** button.

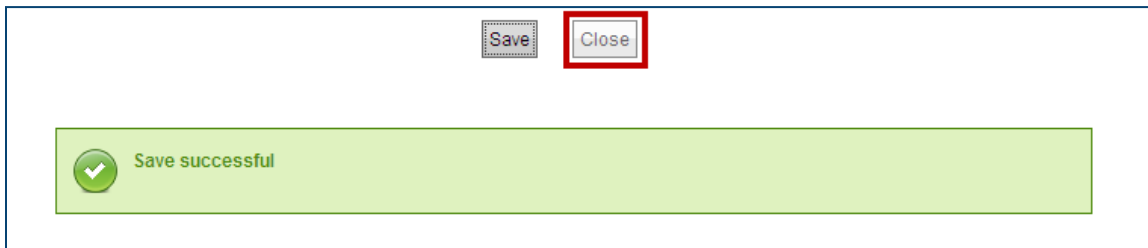


Figure 82: Online form - Close button

- The “GrantSolutions Non-Competing Continuation Application Control Checklist” screen appears. Complete additional forms and attach any necessary files. To attach a file, locate the desired row and click the **Uploaded Files** link from the *Attachments* column.

Program Narrative	Enclosure(s)	Attachment(s)	Status
Budget Narrative		<a href="#">Uploaded Files</a> <a href="#">Mail-in Items</a>	⚠

Figure 83: Attachments column - Uploaded Files link

- The “Attachments” screen appears. Click the **Upload Attachment** button.

Enclosure: Budget Narrative  
Number of Attachments: 0

Item Description	Type	Review	Action
(Empty)			

Figure 84: Attachments screen

- The “Attachment – Upload” screen appears in a new window. Enter a file description in the **Description** field, **choose a file to attach**, and click the **Attach** button.

\*Description:

Select a file

\*Step 1:  No file chosen

Step 2: Press the attach button to have GrantSolutions upload the file. Please allow sufficient time for the file upload to complete. This will vary based upon your connection speed and the size of your file. If the file is successfully uploaded, you will be returned to the attachment list.

Figure 85: Attachment - Upload window

- The “Attachments” screen appears, and the attachment is visible. Click the **Close** button.

Enclosure: Budget Narrative  
Number of Attachments: 1

Item Description	Type	Review	Action
Budget Narrative	Upload	Pending	<a href="#">Remove</a>

Figure 86: Attachments screen

- The “Application Control Checklist” screen reappears. Once all data is entered, saved, and any documents uploaded, click the **Verify Submission** button located towards the bottom of the screen.

Non Competing Application Package Status: Work in Progress

Submission Notice

GrantSolutions does not hold any responsibility for data loss prior to your submission. Your electronic submission remains...

Figure 87: Verify Submission and Close buttons

14. The “GrantSolutions Non Competing Application Submission Verification” screen appears. Click the **Final Submission** button to submit the application. Once submitted, the Grantee may not alter any information.

### GrantSolutions Non Competing Application Submission Verification

You are about to submit the following application:

Grantee	The Swivel Chair Center
Grant Number	HBEIE130131
Project Title	State Exchange Test
Due Date	08/15/2013 12:00 AM(GMT - 05:00) Eastern Time (US & Canada)

**Online Forms**

SF-424A Budget Information - Non-Construction
*** SF-LLL Disclosure of Lobbying Activities
----- (Mail-in Signature Page) Required Signature Page - Please sign & mail in.

\*\*\* It appears from what you have entered that your application is not complete. To correct, press the "Cancel" button to return to the Application Control Checklist.

\* Prior to submitting your application, it is recommended that you complete the Central Contractor Registration validation process. To continue with the application submission process without validating your Organization, click "Final Submission" Otherwise, click "Cancel" and perform the Central Contractor Registration validation process within your Organization record.

★ Enter the date Office of Acquisitions and Grants Management will receive your package of mail-in attachments:  (MM/DD/YYYY)

Final Submission
Cancel

Figure 88: GrantSolutions Non Competing Application Submission Verification screen

15. The “Non Competing Application Status Confirmation” screen displays. Click the **Application Control Checklist** button to view the read-only checklist screen and verify the status.

### Non Competing Application Status Confirmation

Grants has marked the following application as submitted:

\* Please submit signed copies of forms if you have been instructed by your program or grant office.

Office of Acquisitions and Grants Management  
7500 Security Boulevard  
Baltimore, MD 21244-1850-1850

Grantee:	The Swivel Chair Center
Grant Number:	HBEIE130131
Project Title:	State Exchange Test
Due Date:	08/15/2013 12:00 AM(GMT - 05:00) Eastern Time (US & Canada)
Submitted Date:	05/20/2014 04:36 PM Eastern Time

**Application Details**

<b>Items</b>
SF-424A Budget Information - Non-Construction

Application Control Checklist

Figure 89: Non Competing Application Status Confirmation

16. Click the **Close** button to access the “My Applications List” screen or select **Grants → My Grants** to return to the “My Grants List” screen.

*Note: The “My Applications List” screen may also be accessed by selecting Applications from the menu bar.*