

Non-Competing Continuations - Classic Experience

Non-Competing Continuations can be viewed and processed in the GrantSolutions GMM. If the Recipient 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 | View NGA |
| Grant Program: | State Exchange Planning and Implementation | Grant Notes |
| Program Office: | OCIIO/OHIE | Send Message |
| Project Title: | State Exchange Test | History |
| Award Issue Date:  | 06/25/2013 | Manage Amendments |
| 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 | Apply For Non Competing Award |
| Non Competing Due Date: | 08/15/2013 | |

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

- 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) ← General Information |
| 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 | View PDF Version View Original Version | 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 | View PDF Version View Original Version | N/A | ⏏ |
| Online Forms | Enclosure(s) | Attachment(s) | Status |
| Change Grantee Information | Enter Online | N/A | ⏏ |
| Change Project Director | Enter Online | N/A | ⏏ |
| SF-424 Application for Federal Assistance Version 2 | Enter Online | N/A | ⏏ |
| SF-424A Budget Information - Non-Construction | Enter Online | N/A | ⏏ |
| SF-424B Assurances - Non-Construction | Enter Online | N/A | ⏏ |
| SF-LLL Disclosure of Lobbying Activities | Enter Online | 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 | Enter Online | N/A | L |
| SF-424A Budget Information - Non-Construction | Enter Online | N/A | L |
| SF-424B Assurances - Non-Construction | Enter Online | N/A | L |
| SF-LLL Disclosure of Lobbying Activities | Enter Online | 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.

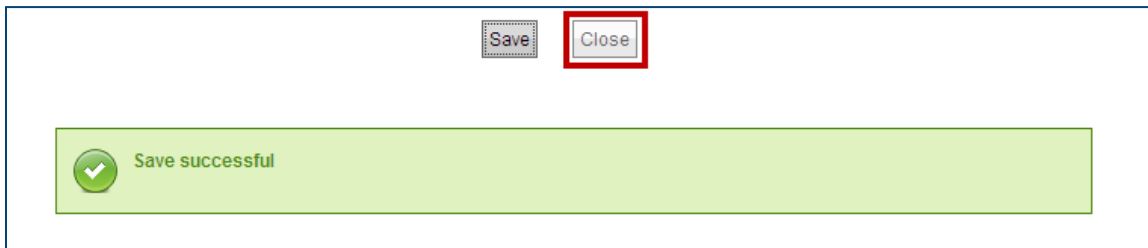


Figure 82: Online form - Close button

- 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 | | Uploaded Files Mail-in Items |  |

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

*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 | Remove |

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 Recipient 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

| |
|---|
| Items |
| 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.