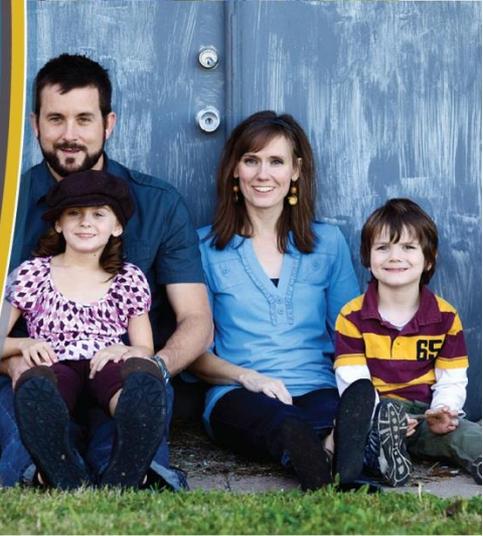




**COVERED
CALIFORNIA**

Navigator Grant Application System

Step-by-Step Tutorial





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Application Tips



General Reminders

- If the applicant does not click the “Yes” for a final submission before 5pm on 3/21/14, the application will not be considered as an on-time submission.
- Throughout the application there will be sections where a document or attachment must be uploaded. In each section you will find information on any relevant file requirements.
- The online application allows the applicant to cut and paste into the online application from a word document. Applicants are encouraged to draft their work in Word and transfer the final narrative content into the application. See example below.

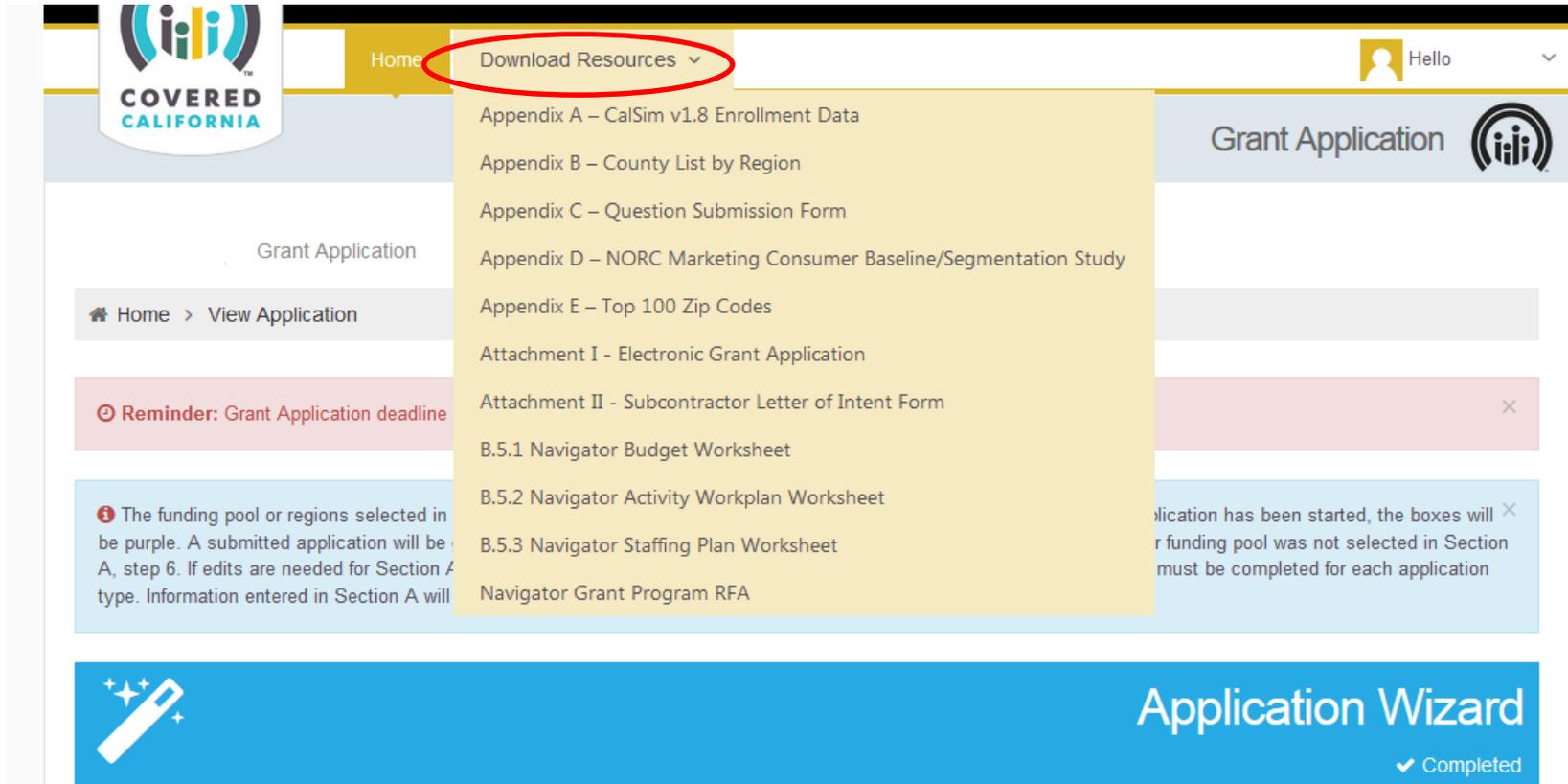
 Allowed Types: **Microsoft Word** (.doc or .docx), **Adobe Acrobat** (.pdf). File must be uploaded as a single document, and must be less than 50 MB.

Documentation of Eligibility includes:

- IRS Determination Letter of your organization's 501(c)3 or 501(d) status, if applicable.
- All entities must provide Federal Tax Identification Number and any corresponding status determination on official letterhead
- All entities must provide most recent Form 990 or Tax Return

 Upload file

- All of the relevant grant application documents are available for you to download in the top menu.



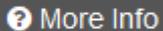
The screenshot displays the user interface of the Covered California Grant Application portal. At the top left is the Covered California logo. The main navigation bar includes a 'Home' link and a 'Download Resources' dropdown menu, which is highlighted with a red circle. The dropdown menu lists various documents for download, including Appendix A through E, Attachment I and II, and B.5.1 through B.5.3 Navigator worksheets, along with a Navigator Grant Program RFA. On the right side of the page, there is a 'Grant Application' header with a user profile icon labeled 'Hello'. Below the navigation bar, the page content includes a 'Grant Application' section with a 'View Application' link, a red reminder banner for the 'Grant Application deadline', and a blue informational banner about funding pool selection. At the bottom, there is a blue banner for the 'Application Wizard' with a 'Completed' status indicator.

Symbols and Icons

Throughout the application, you will see a variety of symbols and icons. If you're unsure about an icon, hover over it. You'll see a tip appear over it that gives you more information. Here are a few of the common ones:



The red “information” symbol indicates that there is an important instruction or additional information. Keep an eye out for instructions just below the toolbar.



Throughout the application, you'll see “More Info” boxes in the upper right corner of the screen. For information about what is required in the section, click the icon for details.



A red asterisk indicates that the field is required.



The “go back” arrow indicates an opportunity to return to the previous screen.



Helpful Information for Section A



- The progress bar shows your movement through the application
- Each step of Section A is displayed in the circles across the top of page
- The circles will turn green once the step is complete
- Clicking “next” automatically saves information from step to step
- Clicking “back” returns you to the previous step
- You can only move forward once the previous step is complete. However, once you’ve completed a step, you can go back and make changes without losing any other data.

Tips for Uploading Files

- Files must be in the specific format for that particular question, such as .doc, .xls or .pdf
- Once you upload a document, there is no delete feature. To replace a document, simply upload a new document for the same question and the newer document will overwrite the former.
- Once you have uploaded a document and click “Save,” you will be able to view and download the document to ensure it is correct.

Organizations can designate more than one user to work on Navigator Grant Applications. However, multiple users should not login with the same user account. In order to link multiple users to the same organization, follow these steps:

- When the organization is registered it will be assigned a linking code. The linking code is listed next to the organization name on the home page.
- Any additional users will need to request to be linked to the organization's applications by clicking on the blue "Link" button in the upper right corner of the screen.
- Enter the linking code in the dialog box and click "Request Link."
- To accept the link request, the initial user – administrator – will need to approve the request and will receive an email that the request has been made.
- To review the request, click "Manage Staff" icon to the left of the organization name.
- Choose the additional user's role and click "Update."

Any additional users will need to request to be linked to the organization's applications by clicking on the blue "Link" button in the upper right corner of the screen.

Available Organizations

Home >

Welcome to the Covered California Navigator Grant Application! To create an application, please click Add Organization. If you are already affiliated with an organization that has already created an application, please click Link.

Reminder: Grant Application deadline is 5 PM PST

Organization Table

Action	Organization Name	Linking Code	Information



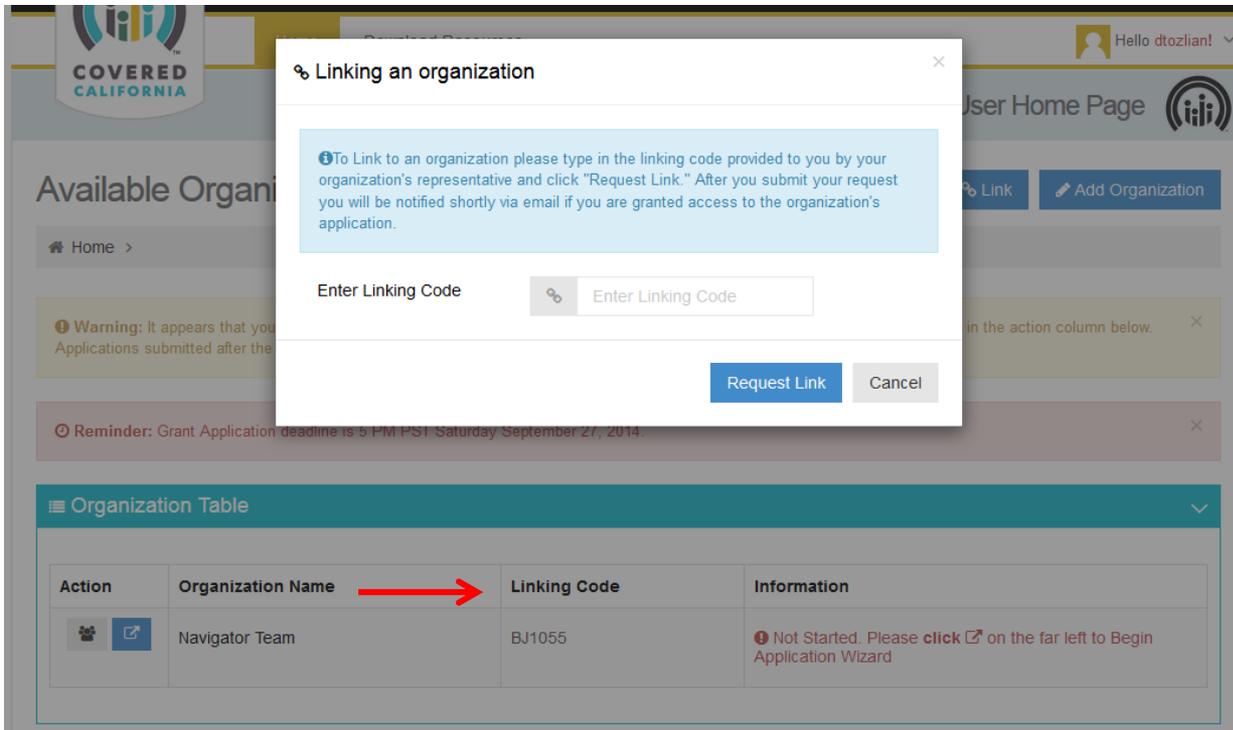
Link

Add Organization

What's this?

If you are affiliated with an organization and would like to work on its application, please click here. In order to connect to the organization, you must have the organization's linking code which can be provided by the person who first registered the organization.

Enter the linking code in the dialog box and click “Request Link.”
(The linking code is listed next to the organization name on the home page.)



The screenshot shows a user interface for linking an organization. A dialog box titled "Linking an organization" is open, displaying instructions and a form to enter a linking code. The background shows the "Available Organizations" section with a table of organizations.

Linking an organization

To Link to an organization please type in the linking code provided to you by your organization's representative and click "Request Link." After you submit your request you will be notified shortly via email if you are granted access to the organization's application.

Enter Linking Code

[Request Link](#) [Cancel](#)

Available Organizations

Action	Organization Name	Linking Code	Information
	Navigator Team	BJ1055	Not Started. Please click on the far left to Begin Application Wizard

Additional User Requests

Organization Table			
Manage Staff	Organization Name	Linking Code	Information
	Navigator Team	BJ1055	Not Started. Please click on the far left to Begin Application Wizard

Manage Staff Navigator Team

Home > Manage Staff

Manage Roles				
Jane Finley has requested to link to this organization.				
Approve Deny				
First Name	Last Name	Linking Status	Role	Options
Deeann	Tozlian	Approved	Organization Administrator	Edit
Jane	Finley	Pending	Not Assigned	Edit

Manage Staff Navigator Team

Home > Manage Staff

Manage Roles				
First Name	Last Name	Linking Status	Role	Options
Deeann	Tozlian	Approved	Organization Administrator	Edit
Jane	Finley	Approved	Editor	Update Cancel

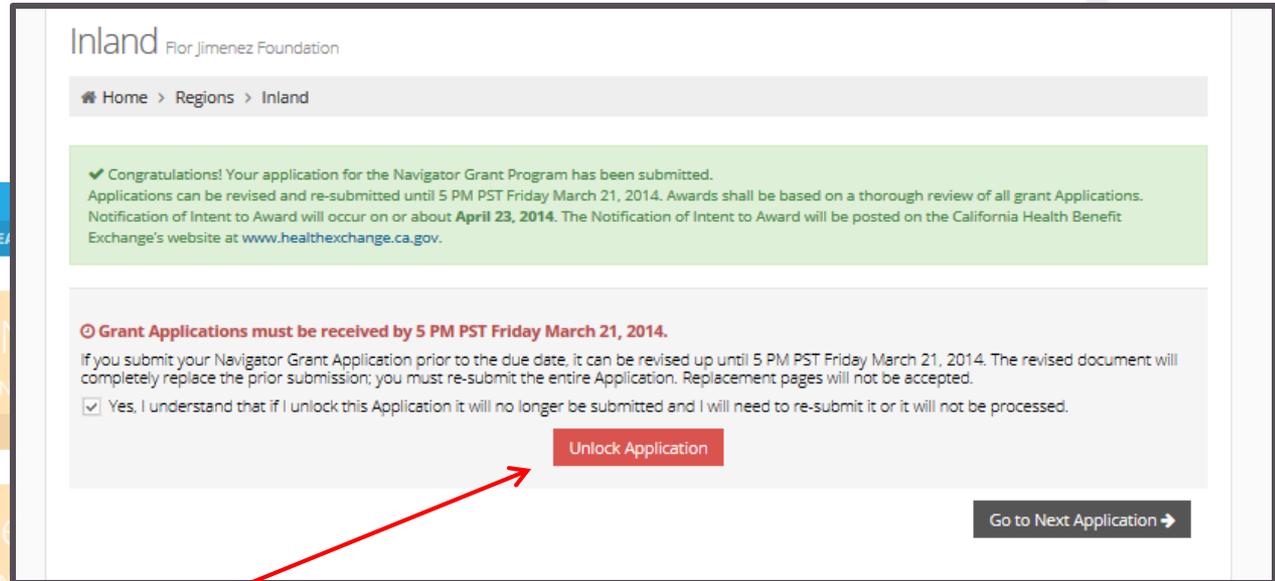
To accept the link request, the administrator user will need to approve the request and will receive an email that the request has been made.

- To review the request, click “Manage Staff” icon to the left of the organization name.
- Approve the additional user and select the additional user’s role and click “Update.”

Additional User Requests

To Unlock a submitted application, click “UNLOCK SUBMITTED APPLICATION” in the green box of the region or funding pool application you’d like to revise and resubmit.

- Click “Unlock Application” and navigate to the application sections that require changes.



Inland Flor Jimenez Foundation

Home > Regions > Inland

✓ Congratulations! Your application for the Navigator Grant Program has been submitted. Applications can be revised and re-submitted until 5 PM PST Friday March 21, 2014. Awards shall be based on a thorough review of all grant Applications. Notification of Intent to Award will occur on or about **April 23, 2014**. The Notification of Intent to Award will be posted on the California Health Benefit Exchange's website at www.healthexchange.ca.gov.

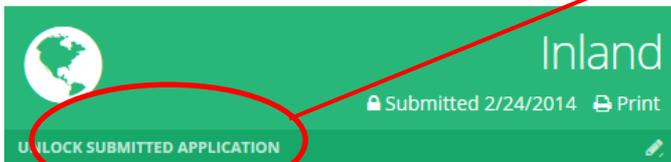
⊙ **Grant Applications must be received by 5 PM PST Friday March 21, 2014.**

If you submit your Navigator Grant Application prior to the due date, it can be revised up until 5 PM PST Friday March 21, 2014. The revised document will completely replace the prior submission; you must re-submit the entire Application. Replacement pages will not be accepted.

Yes, I understand that if I unlock this Application it will no longer be submitted and I will need to re-submit it or it will not be processed.

Unlock Application

Go to Next Application →



Inland

Submitted 2/24/2014 Print

UNLOCK SUBMITTED APPLICATION



San Diego

Not Selected



Targeted Population

Submitted 2/24/2014 Print

UNLOCK SUBMITTED APPLICATION



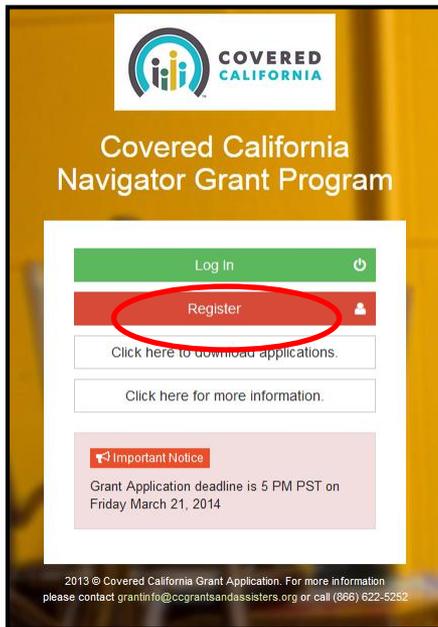
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Getting Started



Register a New User

- Click “Register” and enter the new user’s information. The email address given will be the email used to communicate about the status of the application.
- Click “Submit”
- Click “Ok” in the “Success” dialog box and check the email account provided for the verification step. Be sure to check your junk box as the message comes from an automated system.
- Within the verification email, click the link “Please verify your email by clicking here” to confirm the email address and return to the application site.



Register a new account

Enter your personal details below:

First Name

Last Name

Primary Phone Number

Secondary Phone Number

Enter your account details below:

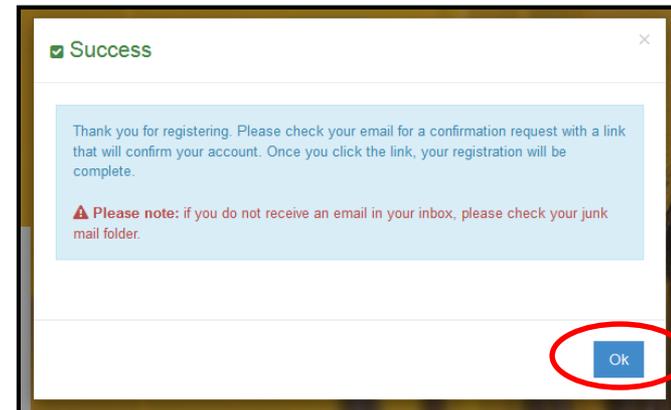
Email

Username

Password

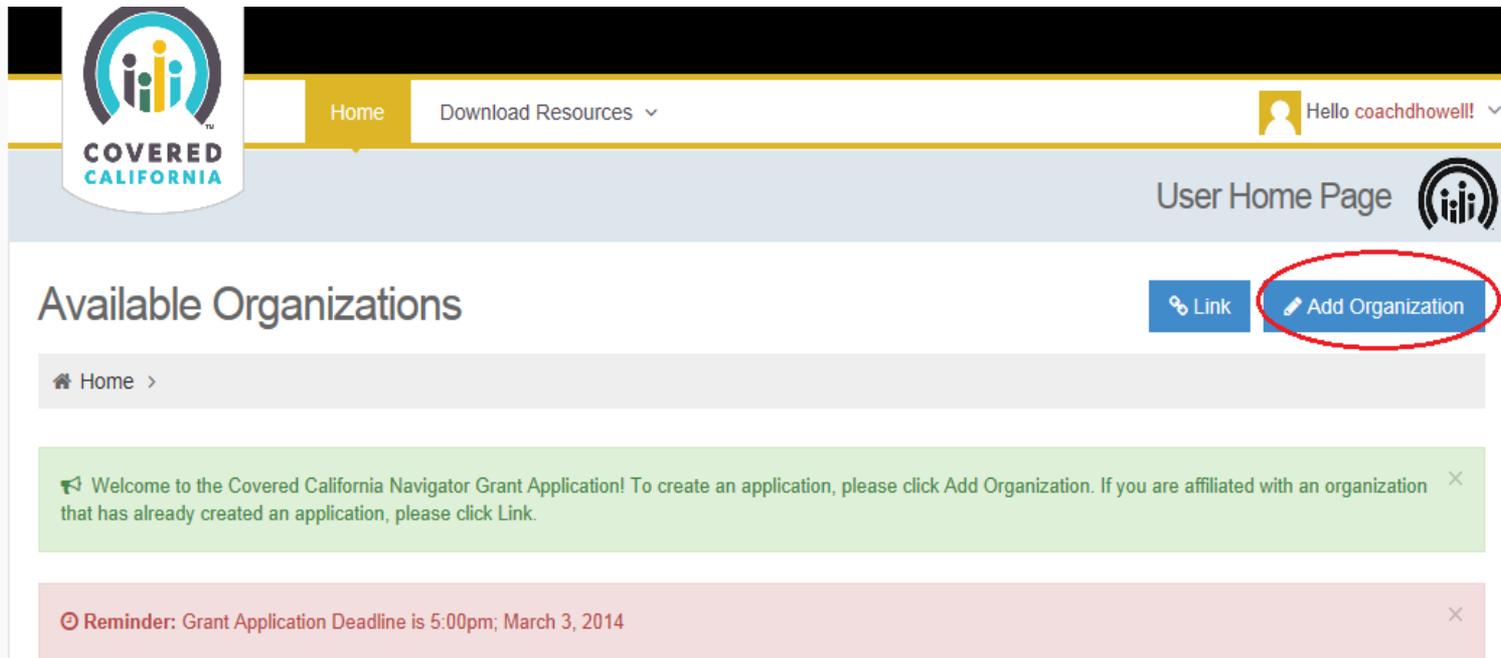
Confirm Password

Submit



Register an Organization

1. Once logged into the system, click “Add Organization” in the top right corner.
2. Enter organization name and Tax ID number and click “Save.”



The screenshot shows the user home page of the Covered California Navigator. The page includes a navigation bar with a 'Home' button and a 'Download Resources' dropdown menu. The user is logged in as 'coachdhowell!'. The main content area is titled 'Available Organizations' and features two buttons: 'Link' and 'Add Organization'. The 'Add Organization' button is circled in red. Below the main content, there are two notification banners: a green one with a welcome message and a red one with a reminder about the grant application deadline on March 3, 2014.



Two-Step Application Process

SECTION A - APPLICANT INFORMATION

This section will be completed by the Applicant once for all funding pools/regions.

A.1 General Applicant Information

A.1.1 Organization Information

A.1.2 Primary Contact

A.1.3 Organization Entity Type

A.1.4 Previous Applicant Experience

A.1.5 Additional Funding

A.2 Subcontractor Information



Two-Step Application Process

SECTION B – FUNDING POOL SPECIFIC APPLICATION INFORMATION

This section will be completed for each individual funding pool/region selected.

- B.1 Narrative Sections 1 - 5
- B.2 Funding Information
- B.3 Experience with Target Population
- B.4 Subcontractor Assignment
- B.5 Application Worksheets Uploads

Begin Application – Section A



- To begin the application, open the application wizard by clicking on the blue icon next to the organization name.
- Review the “Helpful Information for Section A” and check the “I certify” boxes and click “next.”

Available Organizations Link Add Organization

Home >

Warning: It appears that you have started an application that has not been submitted. To continue, please click on the arrow icon in the action column below. Applications submitted after the deadline will not be reviewed.

Reminder: Grant Application Deadline is 5:00pm, March 3, 2014

Organization Table

Go to Application Wizard	Organization Name	Linking Code
	Me Inc	ID8185

– 1 2 3 4 5 6 7 –

BEGIN APPLICATION ORGANIZATION INFORMATION PRIMARY CONTACT ORGANIZATION ENTITY TYPE APPLICANT EXPERIENCE ADDITIONAL FUNDING REQUESTED FUNDING SUBCONTRACTOR INFORMATION APPLICATION SUMMARY

Helpful Information for Section A

- The progress bar shows your movement through the application
- Each step of Section A is displayed in the circles across the top of page
- The circles will turn green once the step is complete
- Clicking “next” automatically saves information from step to step
- Clicking “back” returns you to the previous step
- You can only move forward once the previous step is complete

To complete Section A of the Navigator Program Grant Application, you will need the following:

- Organization Federal ID #
- 10-digit CEE #, if applicable
- Documentation of Eligibility (refer to RFA for details)
- Subcontractor Letter of Intent to Participate, if applicable
- Subcontractor Documentation of Eligibility, if applicable (refer to RFA for details)

I certify that I have read the Navigator Grant Program Request for Applications, and that I know I can find it online and by clicking here.

I certify that I have read and understand the information provided above, and I'm ready to begin.



Organization Information and Primary Contact



- Complete the Organization Information section, noting all required fields, and click “next.”
- Complete the Primary Contact section. Note that the Primary Contact is not necessarily the grant writer, but rather is the person who will be managing the project for the applicant organization.
- Click “next” to select the Organization Entity Type.



A.1.1 Organization Information

Organization Name:
Full and Legal Name

Federal Tax Identification Number:
A valid tax-id or employer identification number is required.

Name*:
Name of Executive Director, CEO or Other Person Authorized to Enter Into Contractual Obligation

Title*:

Physical Address*:
Street number, name and unit number if applicable.

City*:

Home > Grant Application

The Primary Contact is the person authorized by the applying entity to manage the project. The

A.1.2 Primary Contact

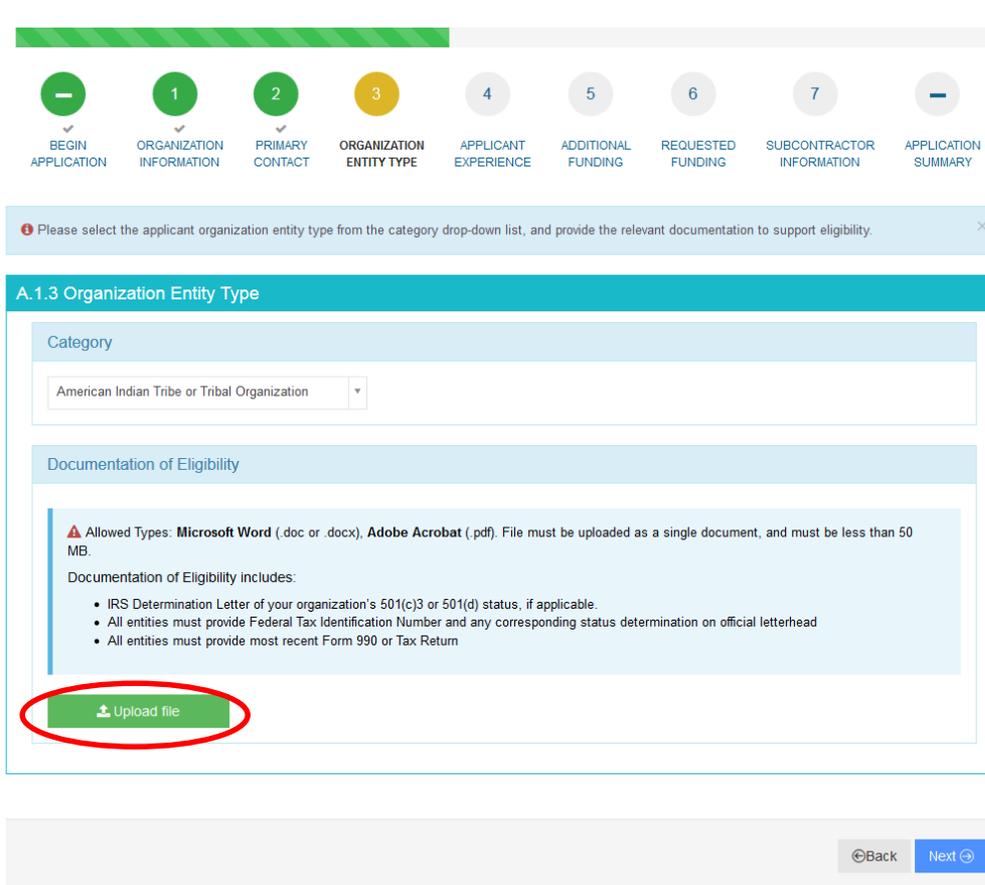
First Name*:

Last Name*:

Title*:

Organization Entity Type

- Select the entity type category from the drop-down menu.
- Upload documentation verifying entity type and click “next.”



Progress bar: 1. BEGIN APPLICATION, 2. ORGANIZATION INFORMATION, 3. ORGANIZATION ENTITY TYPE, 4. APPLICANT EXPERIENCE, 5. ADDITIONAL FUNDING, 6. REQUESTED FUNDING, 7. SUBCONTRACTOR INFORMATION, 8. APPLICATION SUMMARY

Please select the applicant organization entity type from the category drop-down list, and provide the relevant documentation to support eligibility.

A.1.3 Organization Entity Type

Category

American Indian Tribe or Tribal Organization

Documentation of Eligibility

⚠ Allowed Types: **Microsoft Word** (.doc or .docx), **Adobe Acrobat** (.pdf). File must be uploaded as a single document, and must be less than 50 MB.

Documentation of Eligibility includes:

- IRS Determination Letter of your organization's 501(c)3 or 501(d) status, if applicable.
- All entities must provide Federal Tax Identification Number and any corresponding status determination on official letterhead
- All entities must provide most recent Form 990 or Tax Return

Upload file

Back Next



Organization Entity Type

- Once documentation has been uploaded, you will see a red “download” symbol in the action column and the name of the uploaded file will be listed.
- Click “next” to continue.



A.1.3 Organization Entity Type

Category

Non-Profit Community Organization

Documentation of Eligibility

⚠ Allowed Types: **Microsoft Word** (.doc or .docx), **Adobe Acrobat** (.pdf). File must be uploaded as a single document, and must be less than 50 MB.

Documentation of Eligibility includes:

- IRS Determination Letter of your organization's 501(c)3 or 501(d) status, if applicable.
- All entities must provide Federal Tax Identification Number and any corresponding status determination on official letterhead
- All entities must provide most recent Form 990 or Tax Return

Uploaded File

Action

GrantApplication_EvidenceEligibility_OrgID_12_AJ7062.docx

Download

Upload file

Applicant Experience

- Provide 3 examples of current or recent contracts and/or grants experience related to outreach, education, and enrollment activities.
- Click “next” to continue.
- Once the applicant enters all three examples, the applicant will be able to view all examples on this page.



i Provide three (3) examples of experience, current or recent contracts and/or grants, related to outreach, education and enrollment activities as identified in this grant application. Specifically, describe the applicant’s experience in motivating consumers to enroll in health care or other programs or services.

A.1.4 Previous Applicant Experience

Example 1

Project Name*

Contract Grant Amount* Type Here
Please type whole number.

Term Of Contract Start* 
Select date

Term Of Contract End* 
Select date

Name Of Awarding Entity*

Goals of the Project:*
0 of 3000 characters used (1 page equivalent)

Project Successes, Outcomes and Impacts:*
0 of 3000 characters used (1 page equivalent)

Additional Funding

Home > Grant Application

Progress bar: 1. BEGIN APPLICATION, 2. ORGANIZATION INFORMATION, 3. PRIMARY CONTACT, 4. ORGANIZATION ENTITY TYPE, 5. APPLICANT EXPERIENCE, 6. REQUESTED FUNDING, 7. SUBCONTRACTOR INFORMATION, 8. APPLICATION SUMMARY

5. ADDITIONAL FUNDING

If the applicant is currently receiving additional funding, please complete the Funding Source List below. Applicants can add as many funding sources as needed. Be sure to save the funding information form once complete.

Additional Funding

Is the applicant currently receiving other funding for Outreach, Education or Enrollment related to health care reform (Medicaid, State Children's Health Insurance Program, etc) or other programs? Yes No

Funding Source List + Add

Funding Source	Amount	Contract Term (Beginning Date - End Date)	Description	Action
Please add a Funding Source.				

If the applicant organization is receiving additional funding for similar work, select "Yes."

- Click "Add," located on the top right corner of the "Funding Source List" box. Applicants can add as many funding sources as needed.
- If Funding Source information needs to be revised, click "Edit" in the right column of the Funding Source List.
- Sources can also be deleted by clicking the red "X" in the right column.

If the applicant is not receiving additional funding, select "No" and "Next" to continue.

Additional Funding

Is the applicant currently receiving other funding for Outreach, Education or Enrollment related to health care reform (Medicaid, State Children's Health Insurance Program, etc) or other programs? Yes No

Funding Source List + Add

Funding Source	Amount	Contract Term (Beginning Date - End Date)	Description	Action
dfdsfads	\$ 100	Contract Term Jan 2014 - Jan 2016	afdsfadsf	Edit Funding Source <input checked="" type="checkbox"/> <input type="checkbox"/>

Requested Funding

- From the drop-down menu select the intended Funding Pool or Region and click “Add.”
- Click “Edit” to enter the amount of funding requested for each Funding Pool or Region.
- Applicants can submit up to 7 applications; one for each region and one for Targeted Funding Pool.

Important: You must select the regions and specify the funding amounts for each in this step in order to have access to the each region’s section later in the application process.

 Please select and add each Funding Pool / Region from which the applicant intends to apply and indicate the amount requested to achieve Navigator program goals. Applicants will not have access to create applications in Section B for regions or funding pools not selected in this step. 

Requested Funding

Funding Pool / Region:

Bay Area  

Targeted

North

Bay Area

Central CA

Los Angeles/Orange County

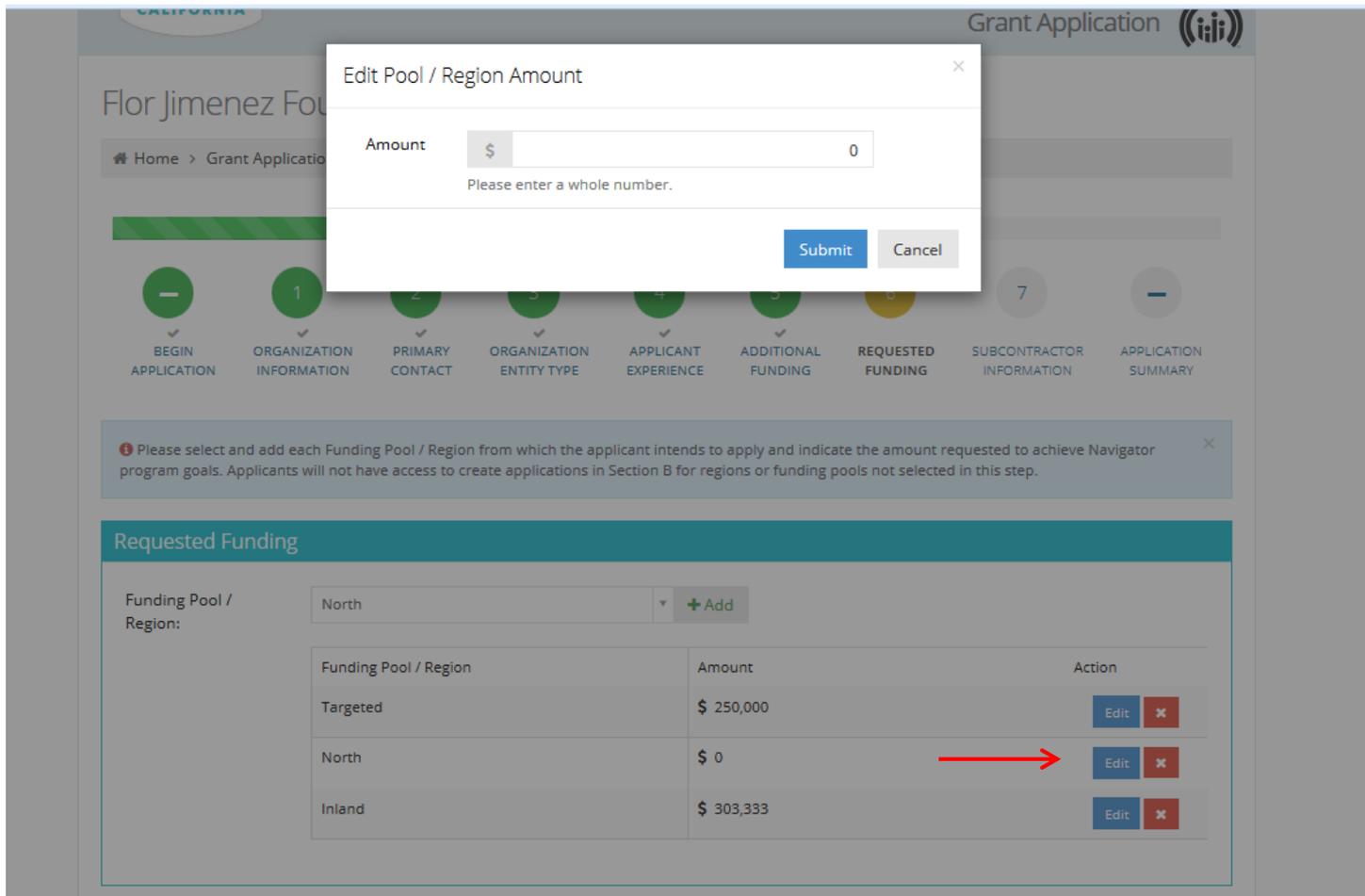
Inland

San Diego

Amount	Action
\$ 250,000	 
\$ 0	 
\$ 303,333	 

Requested Funding

Click “Edit” to enter the amount of funding requested for each Funding Pool or Region.



The screenshot shows the 'Grant Application' interface for 'Flor Jimenez F...' with a progress bar indicating the current step is 'REQUESTED FUNDING'. A modal dialog titled 'Edit Pool / Region Amount' is open, showing a text input field for 'Amount' with a dollar sign and the value '0'. Below the input field, it says 'Please enter a whole number.' and has 'Submit' and 'Cancel' buttons.

Below the modal, a message box states: 'Please select and add each Funding Pool / Region from which the applicant intends to apply and indicate the amount requested to achieve Navigator program goals. Applicants will not have access to create applications in Section B for regions or funding pools not selected in this step.'

The 'Requested Funding' section contains a dropdown menu set to 'North' and a '+ Add' button. Below this is a table with the following data:

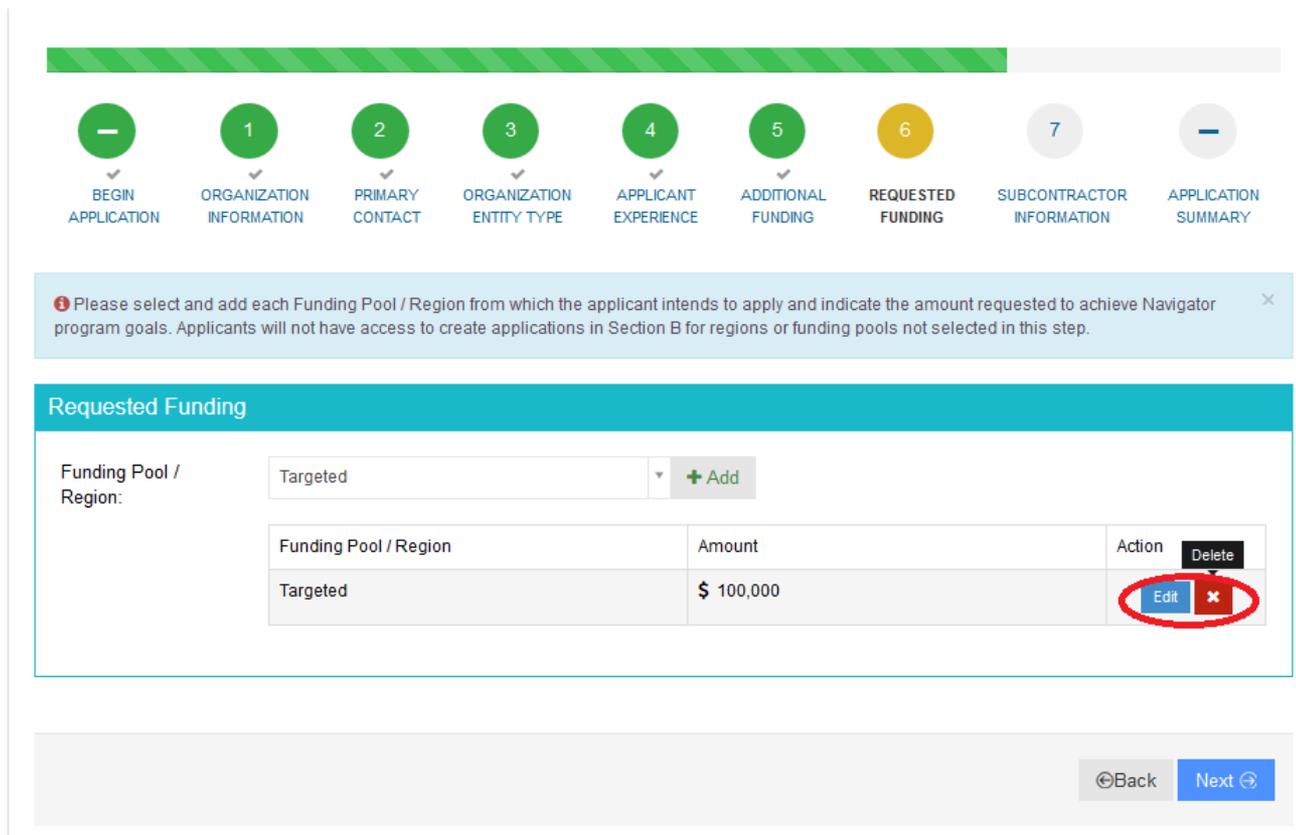
Funding Pool / Region	Amount	Action
Targeted	\$ 250,000	Edit X
North	\$ 0	Edit X
Inland	\$ 303,333	Edit X

A red arrow points to the 'Edit' button for the 'North' row.

Requested Funding

- To make changes, select “Edit” in the Action column.
- To delete a Funding Pool or Region, click the red “X” in the Action column.

Note: Each region has specific minimum and maximum funding amounts.



The screenshot shows a progress bar at the top with 9 steps. Step 6, 'REQUESTED FUNDING', is highlighted in yellow. Below the progress bar is a light blue information box with a red icon and a close button (X). The main content area is titled 'Requested Funding' and contains a form with a dropdown menu for 'Funding Pool / Region' set to 'Targeted' and a '+ Add' button. Below this is a table with columns for 'Funding Pool / Region', 'Amount', and 'Action'. The table has one row with 'Targeted' in the first column, '\$ 100,000' in the second, and 'Action' in the third. The 'Action' column contains two buttons: 'Edit' and a red 'X' (Delete), both of which are circled in red. At the bottom right of the form are 'Back' and 'Next' buttons.

1 Please select and add each Funding Pool / Region from which the applicant intends to apply and indicate the amount requested to achieve Navigator program goals. Applicants will not have access to create applications in Section B for regions or funding pools not selected in this step. ×

Requested Funding

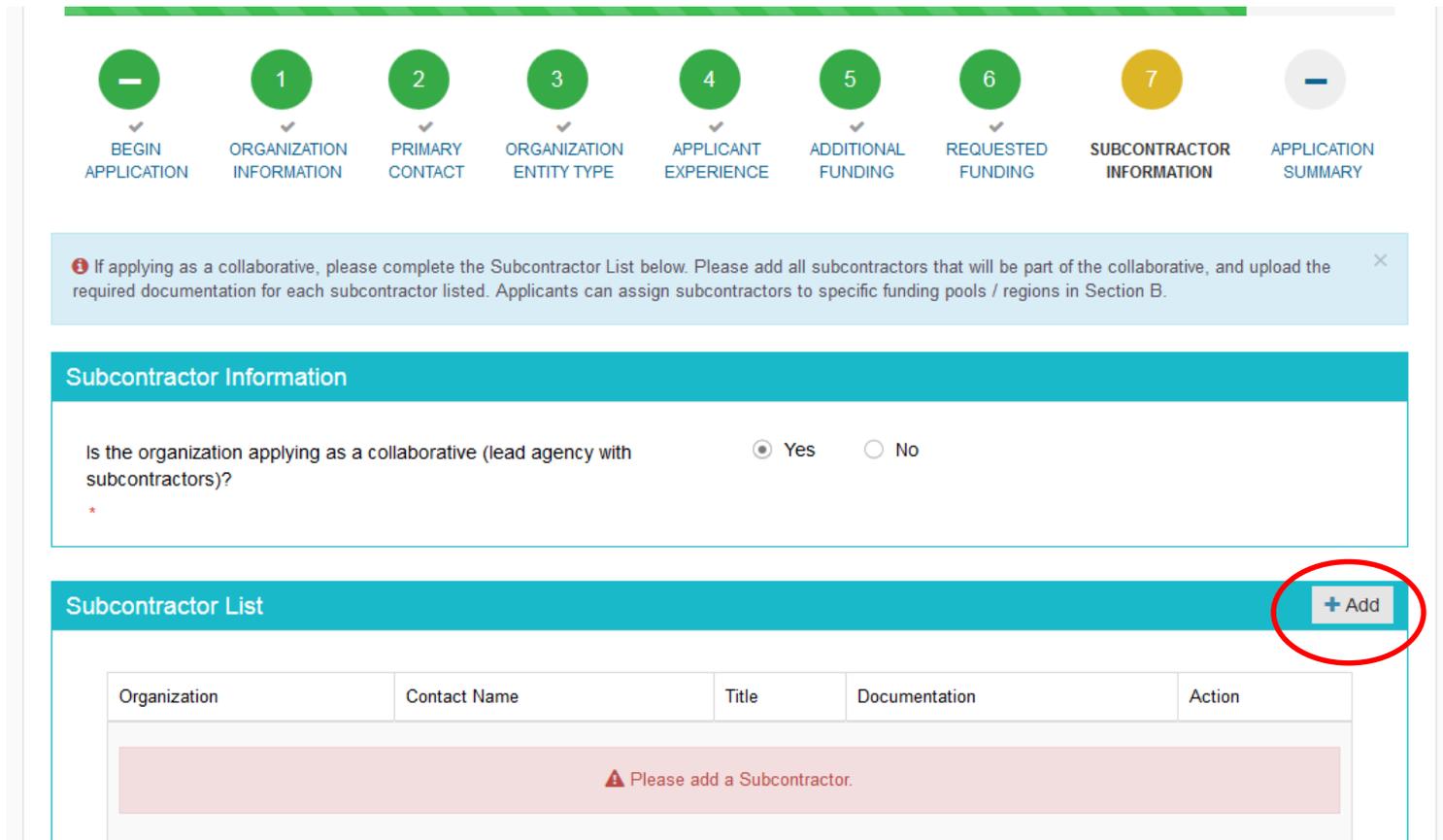
Funding Pool / Region: Targeted + Add

Funding Pool / Region	Amount	Action
Targeted	\$ 100,000	Edit Delete

⏪ Back Next ⏩

Subcontractor Information

- If applying as a collaborative, select “Yes” and complete the Subcontractor List.
- To add a subcontractor, click “Add” in the right corner of the “Subcontractor List” box.



The screenshot shows a progress bar at the top with steps 1 through 7. Step 7, 'SUBCONTRACTOR INFORMATION', is highlighted in yellow. Below the progress bar is a light blue informational box with a red 'i' icon and a close 'x' icon. The main form has a teal header 'Subcontractor Information' and a question: 'Is the organization applying as a collaborative (lead agency with subcontractors)?' with radio buttons for 'Yes' (selected) and 'No'. Below this is another teal header 'Subcontractor List' with a '+ Add' button circled in red. Underneath is a table with columns: Organization, Contact Name, Title, Documentation, and Action. A red message box at the bottom of the table says 'Please add a Subcontractor.'

1 BEGIN APPLICATION

2 ORGANIZATION INFORMATION

3 PRIMARY CONTACT

4 ORGANIZATION ENTITY TYPE

5 APPLICANT EXPERIENCE

6 ADDITIONAL FUNDING

7 REQUESTED FUNDING

SUBCONTRACTOR INFORMATION

APPLICATION SUMMARY

i If applying as a collaborative, please complete the Subcontractor List below. Please add all subcontractors that will be part of the collaborative, and upload the required documentation for each subcontractor listed. Applicants can assign subcontractors to specific funding pools / regions in Section B. **x**

Subcontractor Information

Is the organization applying as a collaborative (lead agency with subcontractors)? Yes No

*

Subcontractor List **+ Add**

Organization	Contact Name	Title	Documentation	Action
⚠ Please add a Subcontractor.				

Subcontractor Information

Applicants must specify all subcontractors in this step, regardless of region. You will be able to specify which subcontractors are assigned to each region or funding pool in section B.

Subcontractor Information

Subcontractor Information

Subcontractor Organization*

Federal Tax Identification Number*

Name of Executive Director, CEO or Other Person Authorized to Enter Into Contractual Obligation*
Name of Executive Director, CEO or Other Person Authorized to Enter Into Contractual Obligation

Title*

Street Address*
Street number, name and unit number if applicable.

City*

State*

Zip*

Is the mailing address the same as the physical address? If no, please enter it below.* Yes No

Mailing Street Address*
Street number, name and unit number if applicable.

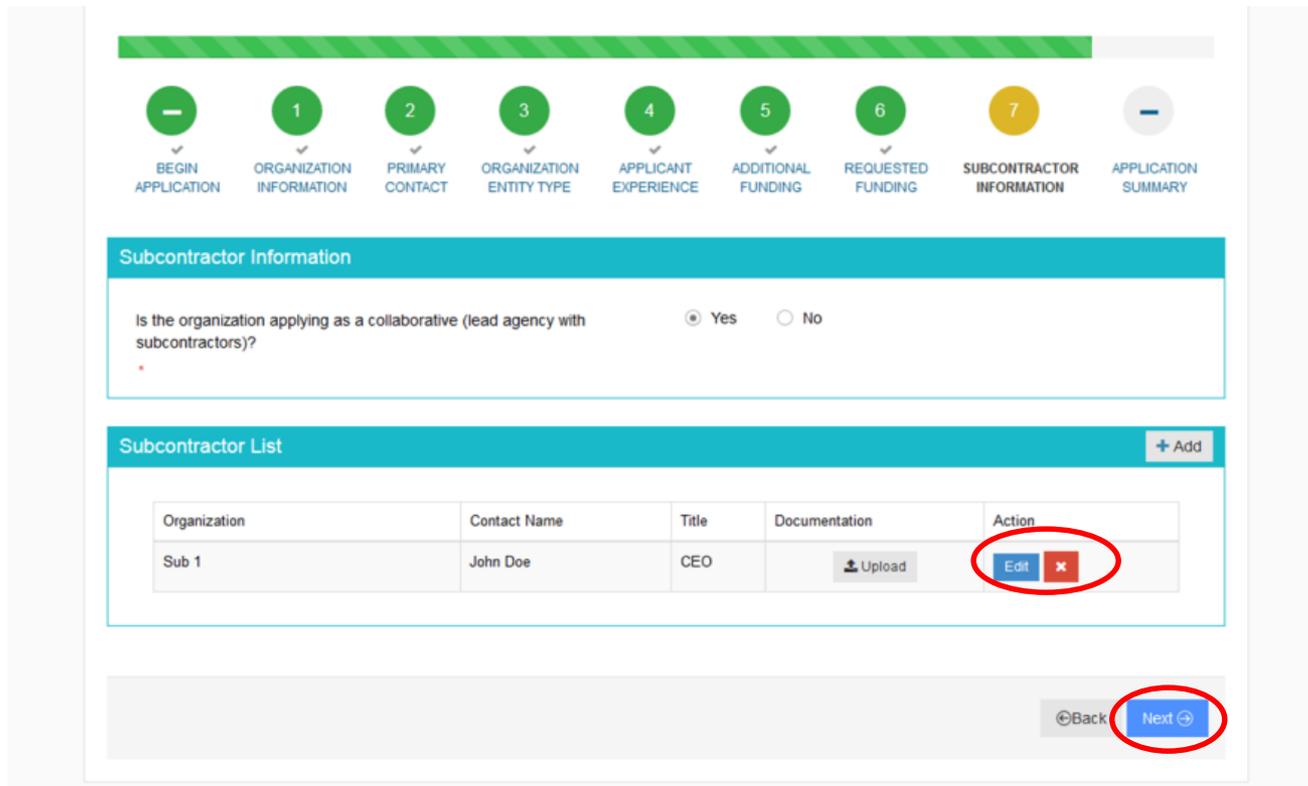
City*

State*

- Complete the Subcontractor Information form for all subcontractors that will be part of the collaborative, and upload the required documentation for each.
- Applicants will assign subcontractors to specific funding pools/regions in Section B.
- Click “Next” to continue.

Subcontractor Information

- To make changes to subcontractor information added, click “Edit.”
- To delete a subcontractor and the information provided, click the red “X.”
- Click “Next” to continue.



Progress bar steps: 1. BEGIN APPLICATION, 2. ORGANIZATION INFORMATION, 3. PRIMARY CONTACT, 4. ORGANIZATION ENTITY TYPE, 5. APPLICANT EXPERIENCE, 6. ADDITIONAL FUNDING, 7. REQUESTED FUNDING, 8. SUBCONTRACTOR INFORMATION (highlighted), 9. APPLICATION SUMMARY

Subcontractor Information

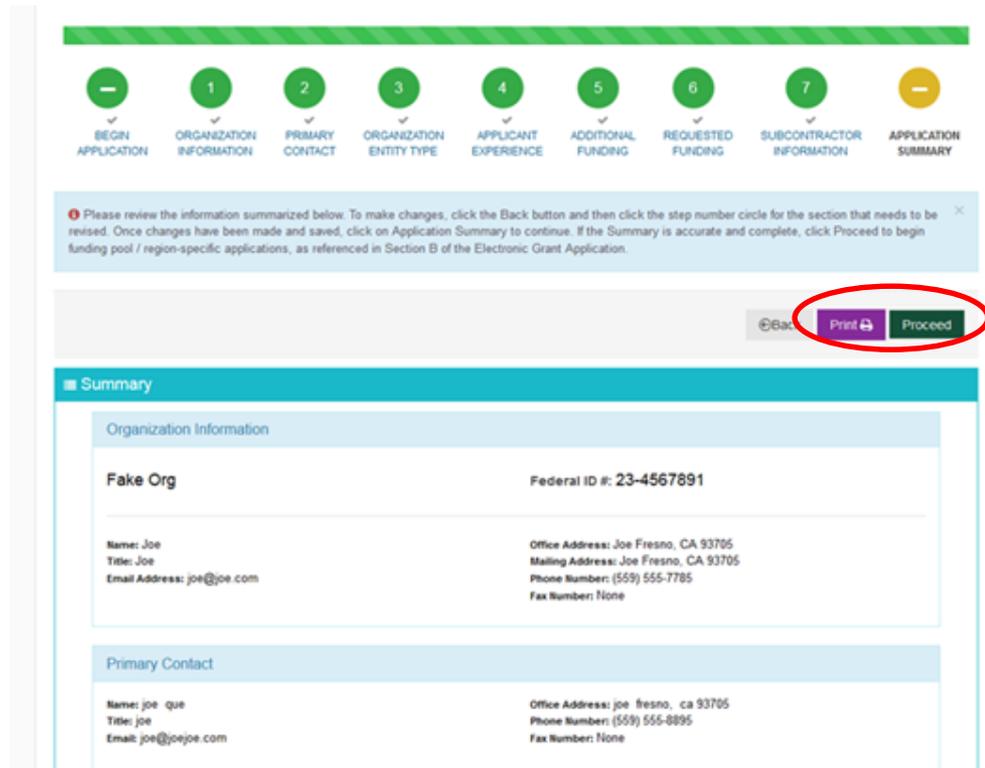
Is the organization applying as a collaborative (lead agency with subcontractors)? Yes No

Subcontractor List + Add

Organization	Contact Name	Title	Documentation	Action
Sub 1	John Doe	CEO	<input type="button" value="Upload"/>	<input type="button" value="Edit"/> <input type="button" value="X"/>

Review Section A

- After each step in Section A has been completed, applicants can review the Application Summary. The Summary can also be printed.
- To make revisions to information entered in Section A, click the back button and then click the step number circle for the section that needs to be revised.
- Save changes and click “Application Summary” to review and proceed.
- When the summary is accurate and complete, click “Proceed” to begin funding pool/region-specific applications.



The screenshot displays a multi-step application process. At the top, a progress bar shows steps 1 through 7, with step 7, 'APPLICATION SUMMARY', being the current step. Below the progress bar is a warning message: "Please review the information summarized below. To make changes, click the Back button and then click the step number circle for the section that needs to be revised. Once changes have been made and saved, click on Application Summary to continue. If the Summary is accurate and complete, click Proceed to begin funding pool / region-specific applications, as referenced in Section B of the Electronic Grant Application." Below the message are three buttons: 'Back', 'Print', and 'Proceed'. The 'Print' and 'Proceed' buttons are circled in red. Below the buttons is a 'Summary' section with two expandable panels. The first panel, 'Organization Information', shows 'Fake Org' with Federal ID #: 23-4567891, and contact details for Joe. The second panel, 'Primary Contact', shows contact details for Joe que.

Organization Information	
Fake Org	Federal ID #: 23-4567891
Name: Joe	Office Address: Joe Fresno, CA 93705
Title: Joe	Mailing Address: Joe Fresno, CA 93705
Email Address: joe@joe.com	Phone Number: (559) 555-7785
	Fax Number: None

Primary Contact	
Name: joe que	Office Address: joe fresno, ca 93705
Title: joe	Phone Number: (559) 555-8895
Email: joe@joejoe.com	Fax Number: None

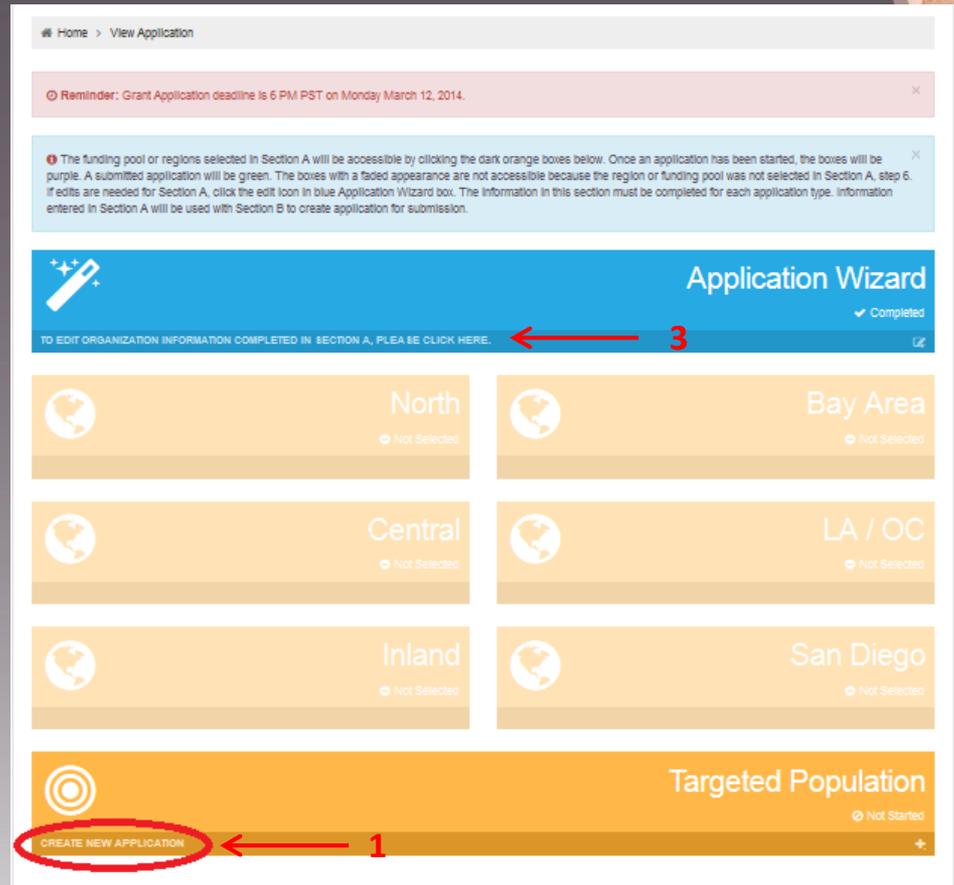


Section B - Funding Pool Applications



The information in this section must be completed for each funding pool or region for which the organization intends to apply. Information entered in Section A will be used with Section B to create an application for submission.

- To begin Section B, click “Create a New Application” in the yellow bar toward the bottom of the Targeted Population box (or the region box selected in Section A).
- The boxes with a faded appearance are not accessible because the region or funding pool was not selected in Section A, step 6.
- If edits are needed for Section A, click the edit icon in blue Application Wizard box.



The screenshot shows a web application interface for creating a new application. At the top, there is a breadcrumb trail: Home > View Application. Below this is a pink reminder banner: "Reminder: Grant Application deadline is 6 PM PST on Monday March 12, 2014." A blue information banner follows, stating: "The funding pool or regions selected in Section A will be accessible by clicking the dark orange boxes below. Once an application has been started, the boxes will be purple. A submitted application will be green. The boxes with a faded appearance are not accessible because the region or funding pool was not selected in Section A, step 6. If edits are needed for Section A, click the edit icon in blue Application Wizard box. The information in this section must be completed for each application type. Information entered in Section A will be used with Section B to create application for submission." The main content area is titled "Application Wizard" and includes a blue bar with a pencil icon and the text "TO EDIT ORGANIZATION INFORMATION COMPLETED IN SECTION A, PLEASE CLICK HERE." with a red arrow pointing to a blue edit icon labeled "3". Below this are six orange boxes representing regions: North, Bay Area, Central, LA / OC, Inland, and San Diego, each with a globe icon and "Not Selected" status. At the bottom is a yellow bar titled "Targeted Population" with a target icon and "Not Started" status. A red circle highlights a "CREATE NEW APPLICATION" button in the bottom left corner, with a red arrow pointing to it labeled "1".

Narrative Section Tips



- Click the “Check Out” button in the row of the narrative section you want to work on. Click “Edit” to open the section.
- Click “Save” at any time to save your work.
- The narrative sections can be completed in any order. You’ll see a “thumbs up” in the left column when the item is complete. A “warning” symbol indicates that the section is not complete.
- Use Attachment I – Electronic Grant Application as a guide.
- Click “Check In” When you are finished with a section.

Home > Regions > Targeted

This application was designed to allow more than one person in your organization to work on different narrative sections at the same time. For example, each part of Section B listed below can be edited by clicking “Check Out” and then “Edit.” When the part you’re editing is complete, simply click “save” and use the back arrow icon to go back to the application. You must click “Check In” to allow others to edit that part or to check out another part of Section B. When a section part is checked out only you will be able edit it, which prevents another user from accidentally saving over your changes.

Narrative Section

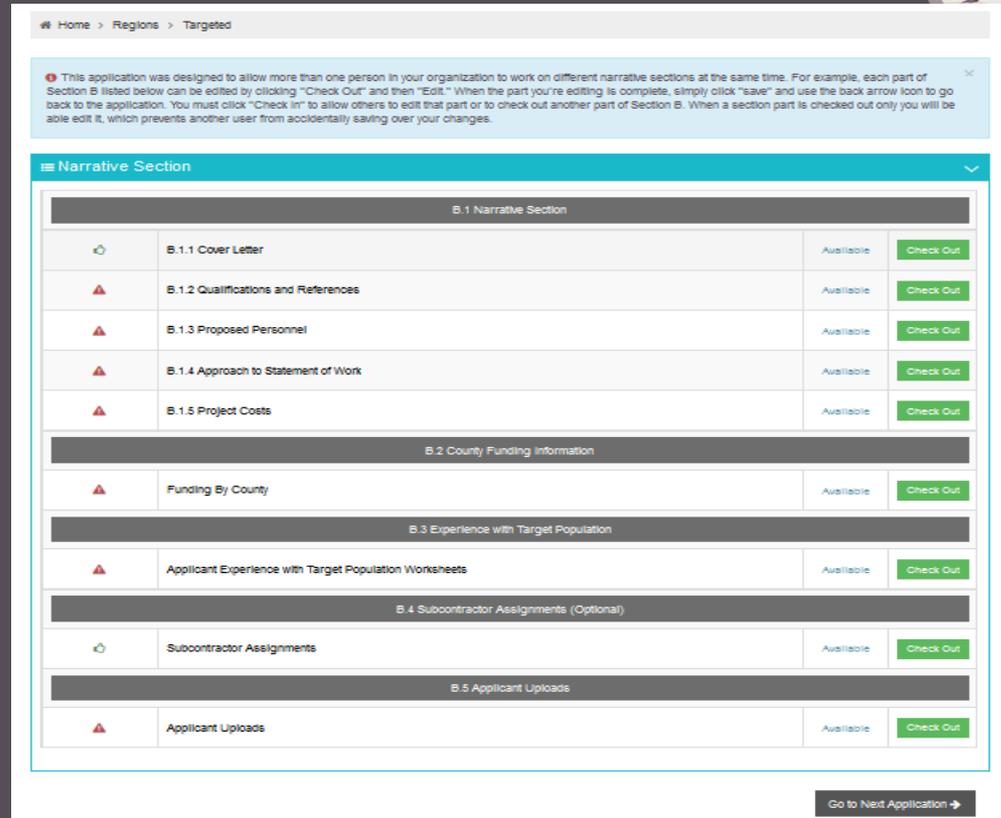
B.1 Narrative Section			
👍	B.1.1 Cover Letter	Available	Check Out
⚠️	B.1.2 Qualifications and References	Available	Check Out
⚠️	B.1.3 Proposed Personnel	Available	Check Out
⚠️	B.1.4 Approach to Statement of Work	Available	Check Out
⚠️	B.1.5 Project Costs	Available	Check Out
B.2 County Funding Information			
⚠️	Funding By County	Available	Check Out
B.3 Experience with Target Population			
⚠️	Applicant Experience with Target Population Worksheets	Available	Check Out
B.4 Subcontractor Assignments (Optional)			
👍	Subcontractor Assignments	Available	Check Out
B.5 Applicant Uploads			
⚠️	Applicant Uploads	Available	Check Out

Go to Next Application →

Applicants can check out and check in a narrative section as many times as necessary. A section does not have to be complete to check it back in.

Section B - Narrative Section

- The information in this section must be completed for each region. Information entered in Section A will be used with Section B to create an application for submission.
- To work on a specific section, click the green “Check Out” box and then click the blue “Edit.”



Home > Regions > Targeted

This application was designed to allow more than one person in your organization to work on different narrative sections at the same time. For example, each part of Section B listed below can be edited by clicking “Check Out” and then “Edit.” When the part you’re editing is complete, simply click “save” and use the back arrow icon to go back to the application. You must click “Check In” to allow others to edit that part or to check out another part of Section B. When a section part is checked out only you will be able edit it, which prevents another user from accidentally saving over your changes.

Narrative Section

B.1 Narrative Section			
🔄	B.1.1 Cover Letter	Available	Check Out
⚠️	B.1.2 Qualifications and References	Available	Check Out
⚠️	B.1.3 Proposed Personnel	Available	Check Out
⚠️	B.1.4 Approach to Statement of Work	Available	Check Out
⚠️	B.1.5 Project Costs	Available	Check Out
B.2 County Funding Information			
⚠️	Funding By County	Available	Check Out
B.3 Experience with Target Population			
⚠️	Applicant Experience with Target Population Worksheets	Available	Check Out
B.4 Subcontractor Assignments (Optional)			
🔄	Subcontractor Assignments	Available	Check Out
B.5 Applicant Uploads			
⚠️	Applicant Uploads	Available	Check Out

Go to Next Application →

Qualifications & References

Qualifications

• To provide your response, please use the text box below. Please answer each question completely; 3,000 characters is approximately one (1) page of text. Each section of the Application will be evaluated and scored separately. Please remember you can save your response in progress by clicking the save button at the bottom of the page. Narrative responses must contain **text only** and may not include graphs, charts, pictures or other graphic images.

Reached 50,000 with broad multi-media campaign. Was able to reach large target audience through a variety of venues including a large social media splash. Smaller one-on-one sessions guaranteed plenty of opportunities to help assist with questions and improve community relations with people who would then spread the information throughout the area.

300 of 6000 characters used (2 page equivalent)

(1) Upload First Letter of Recommendation

• Allowed Types: **Microsoft Word** (.doc or .docx), **Adobe Acrobat** (.pdf). Files must be less than **50 MB**.

Uploaded File	Action
Reference1_AppID_36_FH9890.docx	Download

[Upload file](#)

(2) Upload Second Letter of Recommendation

• Allowed Types: **Microsoft Word** (.doc or .docx), **Adobe Acrobat** (.pdf). Files must be less than **50 MB**.

Uploaded File	Action
Reference2_AppID_36_FH9890.docx	Download

[Upload file](#)

[Save](#)

- In addition to the narrative portion of Section B.1.2, two Letters of Recommendation are required. Each letter needs to be uploaded separately in the two upload fields provided.
- To upload each letter, click on “Upload file” and “browse” to the file’s location on your computer.
- Click “Open” in the “Choose File to be Uploaded” and the file will be listed under the “Upload File” symbol.
- Click the “Save” button

Proposed Personnel, Approach to Statement of Work and Project Costs



- Sections B.1.3, B.1.4 and B.1.5 require text-only responses.
- The text box field will display the number of characters used as you type.
- Be sure to number your responses as instructed in Attachment I.

Approach to Statement of Work Targeted

[More Info](#)

Home > Targeted > Narrative Section > Approach to Statement of Work

Click on 'More info' above for additional instructions for completing this section.

Approach to Statement of Work

To provide your response, please use the text box below. Please answer each question completely; 3,000 characters is approximately one (1) page of text. Each section of the Application will be evaluated and scored separately. Please remember you can save your response in progress by clicking the save button at the bottom of the page. Narrative responses must contain **text only** and may not include graphs, charts, pictures or other graphic images.

Target Population

0 of 3000 characters used (1 page equivalent)

Funding by County

Home > Targeted > Narrative Section > Funding by County

i For each county proposed, please indicate the amount requested, the projected number of outreach and education touches for successful applications. Please be sure to save the information for each county by clicking the "Update" icon in the "Options" column. See the additional instructions for completing this section.

Warning!

Total amount requested must be equal to \$255,000

Funding by County

Total Requested Funding Amount

\$ 255,000

Add Funding by County

+ Add

County	Amount Requested	Projected # of Outreach and Education Touches	Projected Applications	Options
Alameda	\$ 100,000	50	100	  
	<input type="text" value="100,000"/> 	<input type="text" value="50"/>	<input type="text" value="100"/>	

- The Total Requested Funding is pre-populated from Section A.
- "Add" each county in the region and complete the required information on the row.
- Click "Update," located on the right side of the row.
- All counties within the region are required.
- Total amount requested must match the sum of the Total Requested for each county. Until it does, the warning box will display a reminder.
- To edit information in a row, click the blue "Edit" icon. Be sure to save changes.
- County information can be deleted by clicking on the red "X" icon.
- Click the "Back" button to return to the list of required narrative sections.

Experience with Target Population

- For each county in the region, provide ethnicity, language, income level and age group demographic information of individuals to be served.
- To make changes to any information entered, click “Edit” in the Actions column.
- In this section, the applicant should be as provide detailed information regarding: ethnicities, languages, age groups and income levels of the consumers they intend to reach. The applicant approach/strategies will be described in the workplan worksheet and narrative sections of this application.

Experience with Target Population Targeted More Info

Home > Targeted > Narrative Section > Experience with Target Population > Alameda

Click on 'More info' above for additional instructions for completing this section.

Applicant Experience With Target Population

County	Funding Request	Projected Number of Outreach and Education Touches	Projected Successful Applications
Alameda	\$100,000	50	100

Describe the ethnicity of proposed target population(s): + Add

Ethnicity	Estimated Percentage Planned Reach	Projected Number of Outreach and Education Touches	Actions
African	% 1000	500	Edit x
Total	% 1000	500	

Subcontractor Assignments

- The Subcontractors added in Section A will be listed in the left column. To assign them to the region application currently in progress, click on the subcontractor name and it will move to the right column and show as assigned to the specific region.
- Any subsequent changes made to the subcontractors in Section A will affect this section.

Subcontractor Assignments Targeted

[More Info](#)

[Home](#) > [Targeted](#) > [Narrative Section](#) > [Subcontractor Assignments](#)

i Please click on each Subcontractor that will be assigned to the grant, if it is awarded. Only select those that will work in the region or with the target population proposed in the current application. Click on 'More info' above for additional instructions for completing this section. ×

Subcontractor Assignments

Showing Subcontractors for ALL Regions

→→

⚠ No Subcontractor Found.

Showing Subcontractors Assigned to Targeted

←←

⚠ No Subcontractor Found.



Applicant Upload Worksheets



- For each Applicant worksheet, a template is provided. Click the “here” link to download the Excel template to your computer.
- Once the worksheet is complete, it needs to be uploaded back into the application system.
- Click “Upload” and select the worksheet file saved on your computer. The filename will display under the Upload file icon.
- Worksheets **MUST** be provided in Excel format. **PDF** format will not be accepted.

Applicant Uploads Targeted

More Info

Home > Targeted > Narrative Section > Applicant Uploads

Click on 'More info' above for additional instructions for completing this section.

Download/Upload for Navigator Budget Worksheet

Allowed Types: **Microsoft Microsoft Excel** (.xls or .xlsx). Files must be less than **50 MB**. Please download the template [here](#).

Upload file

Download/Upload for Navigator Program Activity Workplan

Allowed Types: **Microsoft Microsoft Excel** (.xls or .xlsx). Files must be less than **50 MB**. Please download the template [here](#).

Upload file

Download/Upload for Staffing Plan Worksheet

Allowed Types: **Microsoft Microsoft Excel** (.xls or .xlsx). Files must be less than **50 MB**. Please download the template [here](#).

Upload file

Save

Submit Navigator Grant Application

- When all sections are complete and saved, a green box will appear that indicates the application is ready to submit.
- In the following box, certify that you've read the statement regarding re-submitting applications by the due date, and click "Submit Application."
- Click "Yes" in the confirmation box to submit the Navigator Grant Application.
- **If the applicant does not click the "Yes" for a final submission before 5pm on 3/21/14, the application will not be considered as an on-time submission.**

Home > Regions > Inland

✔ Congratulations! It looks like you've completed all of the steps required for the Navigator Grant Application. Please certify below that it is indeed complete and includes all required signatures.

🕒 **Grant Applications must be received by 5 PM PST Friday March 21, 2014.**

If you submit your Navigator Grant Application prior to the due date, it can be revised up until 5 PM PST Friday March 21, 2014. The revised document will completely replace the prior submission; you must re-submit the entire Application. Replacement pages will not be accepted.

I certify that I am submitting a Navigator Grant Application and that I know I can revise this application up until 5 PM PST Friday March 21, 2014.

Submit Application

☰ Narrative Section

B.1 Narrative Section

	B.1.1 Cover Letter	Available	Check Out
	B.1.2 Qualifications and References	Available	Check Out
	B.1.3 Proposed Personnel	Available	Check Out

Are you sure you want to submit this application?

Yes

No



Submit Navigator Grant Application

For any technical support with the Navigator Grant Program Request For Application, please contact the Grantee Help Desk. This toll free number can be accessed Monday through Friday from
8 a.m. to 5 p.m. at
1-866-622-5252

Questions can also be submitted at:
grantinfo@ccgrantsandassistors.org



**COVERED
CALIFORNIA**

**Navigator Grant Applications
are due by
March 21, 2014 at 5 p.m.**

