FY 2021 Navigator Outreach and Enrollment: Funding Area 1: Geographic Grants

Applicant Information (Not scored)

Lead Agency Contract Representative*
Character Limit: 50

Lead Agency Contract Representative Email*
Character Limit: 254

Lead Agency Contract Representative Phone*
Character Limit: 20

Same as main contact?*
Is above representative same as the main contact?

Choices
Yes
No

If not main contact
State main contact name:
Character Limit: 50

Main Contact Email
Character Limit: 254

Main Contact Phone
Character Limit: 20

Minnesota Tax ID
Character Limit: 20

State of Minnesota Vendor Number (Format: XXXXXXXXXXX-XXX)
Character Limit: 15

Federal Data Universal Number System (DUNS) #
Applicant agencies are not required to have a DUNS at the time of application, but are required to obtain one before the start of the project.
Character Limit: 50
Lead Agency Organization Type*

**Choices**
- For-profit (Incorporated)
- For-profit (Limited Liability)
- Nonprofit
- Other
- State or Local Government
- Tribal nation/Tribal government

If "other" is selected above, please use this space to describe your organization

*Character Limit: 100*

Total grant amount requested*

*Character Limit: 20*

List of all Paid Partners
List partners your agency will have during this project that will receive grant funds.

Use the following format:
- Agency 1
- Agency 2
- Agency 3

*Character Limit: 500*

List of all Unpaid Partners
List any partners your agency will have during this project that will not receive grant funds.

Use the following format:
- Agency 1
- Agency 2
- Agency 3

*Character Limit: 500*

Conflict of Interest*
List the name(s) of individuals involved with the preparation of this proposal to assist in determining potential conflicts of interest.

*Character Limit: 200*
Statement of Focus (Not scored)
Applicants must clearly describe the specific geographic area(s) or population(s) that will be reached and explain the barriers to health insurance coverage that justify the need for grant funds to support navigator outreach and enrollment.

This section is not scored, but provides information relevant to evaluating the objectives and strategies in the applicant’s work plan.

Identify the specific geographic service area for this grant. This should be a list of cities (for smaller geographic areas) or counties (for larger geographic areas).*

Character Limit: 1500

Explain the barriers to enrolling in health insurance coverage or maintaining health insurance coverage experienced by consumers in the geographic area. Use any available data, including resources available on the Assister Funding Opportunities webpage, as part of the explanation. *

Character Limit: 4000

If the lead agency (and any paid partners) have specialized skills to help specific populations who require additional assistance, please identify any specific populations that will also be served by the grant.

Character Limit: 3000

* Character Limit: 100

Connection to Community of Focus (15 points)
How long has the lead agency (and each paid partner) served the geographic area?*

Character Limit: 2000

Describe existing connections the lead agency (and each paid partner) have with the geographic area to be served by the grant. If there are no existing connections, describe plans to develop those connections. *

Character Limit: 4000

Describe the current demographics of the board members, leadership and staff of the lead agency (and each paid partner). If the board, leadership and staff are not reflective of those the grant seeks to serve, describe plans for changing recruiting, hiring, promotion and retention practices. *

Character Limit: 4000
Navigator Experience (15 points)

Applicants for the geographic funding area are expected to have experienced navigator staff available year-round to fulfill the goals of the grant program. Note that MNsure believes it is important to have certified staff whose primary job responsibility is providing application and enrollment assistance in order to develop and maintain the expertise the grant program supports.

How long has the lead agency (and each paid partner) had a contract with MNsure as a consumer assistance partner?*

*Character Limit: 1500

Provide an estimate of the number of consumers the lead agency (and each paid partner assisted) during these two periods: December 9-15, 2019 and February 10-16, 2020. This number should include consumers helped with MNsure-related services (including Medical Assistance and MinnesotaCare) over the phone or in person. If available, include any relevant demographic information regarding those assisted.*

*Character Limit: 3000

Provide a list of all currently certified staff (for lead agency and each paid partner). The list should include the certified individual’s first and last name, the percentage of their time currently spent providing assistance to MNsure consumers and any language skills. All certified staff should be listed, including any that will not be funded by the grant proposal. For example:

- Jane Doe, Lead Agency, 90%, English
- Roberto Perez, Paid Partner 1, 75%, English, Spanish

*Character Limit: 3000

If the grant includes paid partners, describe any prior experience the lead agency has had coordinating work activities with multiple partners. Also describe any prior experience the lead agency and paid partners have had working together on a project.

*Character Limit: 4000

Current Navigator Activities (20 points)

Applicants for the geographic funding area are expected to have established application and case management processes and proven outreach strategies to fulfill the goals of the grant program.
Describe how the lead agency (and each paid partner) currently supports consumers in all aspects of the application and enrollment process, including case management work such as responding to notices, reporting changes and completing renewals.*

Character Limit: 4000

Describe any current outreach work being done by the lead agency (and each paid partner) to connect the community of focus to application and enrollment support.*

Character Limit: 4000

Describe specific experience with strategies included in the applicant’s work plan. If any of the proposed strategies will be new for the agency, please explain why the applicant believes the strategies will be effective.*

Character Limit: 4000

Describe any current practices collecting demographic or other information on consumers.

Character Limit: 2000

**Grant Objectives and Strategies (35 points)**

**Work Plan**

Applicants are required to submit a work plan using the Excel file “Work Plan Template: Geographic Funding Area” available on the Assister Funding Opportunities web page (https://www.mnsure.org/about-us/assister-program/funding-opportunities/index.jsp). Applicants must upload their work plan as a single Excel file through the online application.

There is no narrative for this section of the proposal. The Excel work plan must contain clear objectives and detailed strategies to convey how the proposal meets the overall goals of the funding area. Carefully review the requirements for the geographic funding area outlined on pages 15 to 17 of the RFP published on the Assister Funding Opportunities web page.

*File Size Limit: 10 MB*

**Budget and Financial Management (15 points)**

**Budget Narrative**

How does the applicant (and each paid partner) currently use navigator per-enrollment payments to support navigator activities?

*Character Limit: 3000*

Provide an estimate of per enrollee payments that will be received during the grant year. Explain how those funds will be used to fund the applicant’s navigator work.*
Explain the lead agency’s current financial management practices for grant funding. If relevant, include examples of past experience managing grant funding.*

If there are paid partners, explain how the lead agency will oversee the financial management of paid partners. Include examples of past experience managing any paid partners.

Applicants are required to submit a summary budget for the grant and a detailed budget for the lead agency, as well as a detailed budget for each paid partner identified in the proposal. Applicant must use the budget templates available on the MNsure Assister Funding Opportunities web page and upload them as attachments through the online application.

Applicants will be scored on whether expenses align with the proposed strategies; clarity of how per enrollee funds are used to support navigator functions; and whether expenses are reasonable and appropriate.

**Summary Budget**

Upload a summary budget using the Excel file template, "Budget Form B1: Summary Budget," found on the Assister Funding Opportunities web page.

*File Size Limit: 2 MB*

**Detailed Budget**

Upload a detailed budget using the Excel file template, "Budget Form B2: Detailed Budget," found on the Assister Funding Opportunities web page.

*File Size Limit: 2 MB*

**Training/Mentorship (Not scored)**

MNsure may seek to partner capacity building grantees with geographic or populations grantees to provide training and/or mentorship support. Applicants must indicate whether they would be interested providing training and/or acting as a mentor for a capacity building grantee. Applicants should not include any specific objectives, strategies or funding in their grant proposal related to this work. If a potential match is identified in Stage 3 of the RFP process, MNsure will negotiate this element of the work plan and budget with the selected grantees.*

*Choices*

Interested
Not Interested
Letters of Support, if applicable (Not scored)

Letters of support from paid partners must be submitted with the proposal. A paid partner is an organization that will receive grant funds. The applicant must upload letters of support from multiple paid partners as single document through the online grant application system. Letters of support from unpaid partners are not required.

File Size Limit: 2 MB

Required Statements (Not scored)

The following are required documents that must be uploaded with your proposal. All of the documents are available on the MNsure Assister Funding Opportunities web page.

Attachment A: Responder Information/Declarations*
File Size Limit: 2 MB

Attachment B: Affidavit of Noncollusion*
File Size Limit: 2 MB

Attachment C: Workforce Certification*
File Size Limit: 2 MB

Attachment D: Certification Regarding Lobbying*
File Size Limit: 2 MB

Attachment E: Exceptions to Terms and Conditions*
File Size Limit: 2 MB

Attachment F: Trade Secret/Confidential Data Notice*
File Size Limit: 2 MB