FY 2021 Navigator Outreach and Enrollment: Funding Area 2: Population Grants

**Applicant Information (Not scored)**

*Lead Agency Contract Representative*

*Lead Agency Contract Representative Email*

*Lead Agency Contract Representative Phone*

*Same as main contact?*

Is above representative same as the main contact?

**Choices**

Yes

No

*If not main contact*

State main contact name:

*Main Contact Email*

*Main Contact Phone*

*Minnesota Tax ID*

*State of Minnesota Vendor Number*

*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.
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.

**Population Focus**

List the specific population(s) that will be the focus of this grant. Enter information in the following list format:

- Population 1
- Population 2
- Population 3
- Population 4

*Character Limit: 1000*

Explain the barriers to enrolling in health insurance coverage or maintaining health insurance coverage experienced by the population or populations identified. Use any available data, including resources available on the Assister Funding Opportunities web page, as part of the explanation.

*Character Limit: 3000*

List the geographic area that will be served by this grant. This should be a list of cities (for smaller geographic areas) or counties (for larger geographic areas).

*Character Limit: 1500*

* *Character Limit: 100*

**Connection to Community of Focus (15 points)**

Applicants will be scored on their response to the following:

How long has the lead agency (and each paid partner) served the populations identified in the Statement of Focus?

*Character Limit: 2000*

Describe existing connections the lead agency (and each paid partner) have with the specific population(s) to be served by the grant. If there are no existing connections, describe plans to develop those connections.
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 population funding areas 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 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 population 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.

New: Also describe how the COVID-19 situation has impacted agency navigator activities, including how the lead agency (and each paid partner) have modified business practices to continue assisting consumers during the COVID-19 pandemic.*

*Character Limit: 7000

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***


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.

*Character Limit: 3000*

Explain the lead agency’s current financial management practices for grant funding. If relevant, include examples of past experience managing grant funding.

Clarifies how the agency will prepare for open enrollment on a shorter time frame and how that impacts the budget.

*Character Limit: 3000*

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.

*Character Limit: 3000*

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**

*File Size Limit: 2 MB*

**Detailed Budget**

*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