



FY 2017 Outreach and Education Grant Program RFP Responses to Applicant Questions

Updated May 12, 2016

NOTE: This document contains responses to all questions received during the applicant webinars on April 5 and 14 and via email by the question deadline of May 6. Questions and answers that have been added since the original posting on April 21 are marked with an asterisk ().*

Eligibility

Q: If we submitted a Navigator/Enrollment proposal last week can we submit for this grant as well? Can we receive both grants?

A: Yes, an organization that applied for a grant through the FY 2017 Navigator Outreach and Enrollment RFP may apply for an Outreach and Education Grant and may receive both. However, no applicant should write a proposal that is contingent on another proposal being accepted.

Q: Can an organization receive both the enrollment and outreach grants?

A: Yes, please see the response above.

Q: My agency is currently receiving funding from MNsure through the partnership with another agency. Can we still can apply for this funding for our own agency?

A: Yes, your organization may apply for the Outreach and Education Grant even if you are currently funded as a paid partner (subgrantee) through a current MNsure grant.

Q: Can Tribes in MN and Federal Indian Health Service apply for MNsure Outreach and Education Grants. The RFP indicated that Eligible Applicants are “for-profit and non-profit organizations.”

A: Yes, the RFP indicates that public, private for-profit and nonprofit entities are eligible to apply for this grant opportunity.

Q: We plan to submit two separate proposals in response to the 2017 Outreach & Education RFP. We’re submitting two because each focuses on a different population. How do I set up two different applications in the Foundant system?

A: Organizations submitting proposals as lead agencies must not be the lead agency on any other proposals in response to the Outreach and Education Grant RFP (See RFP page 5). Therefore, Foundant correctly prevents an applicant from submitting two proposals.

Q: Can an existing Retail Broker enrollment center apply for the Grant?

A: Yes, an existing MNsure broker enrollment center or an agency applying to become a MNsure broker enrollment center may apply for the Outreach and Education Grant. However, similar to applicants that applied for a Navigator Outreach and Enrollment Grant, no applicant should write a proposal that is contingent on being supported through another type of MNsure partnership.

Strategy

Q: If an education session offered to potential applicants for MNsure devotes time to going through the paper application while the applicants complete the apps themselves, is that an acceptably funded activity?

A: Outreach and Education Grant funds may not be used to pay for enrollment activities completed by MNsure certified assisters—brokers, navigators and certified application counselors (CACs). Outreach and Education Grant funds may be used to conduct outreach and/or education activities that connect consumers to enrollment assistance.

Q: Regarding multi-lingual outreach/education activities, are there specific language priorities for MNsure?

A: There are not specific language priorities for the Outreach and Education Grant RFP. However, there are specific populations of focus on page 8 of the RFP. An applicant may include strategies for addressing language barriers the specific populations of focus the grant seeks to serve as they relate to understanding the importance of obtaining and maintaining health coverage.

***Q: For promotional items, is it okay for them to have both the MNsure logo and our organization logo printed on them?**

A: Promotional items may have both the MNsure Partner Badge (with the MNsure logo) and your organization's logo printed on them. The partner badges should be used on all collateral materials you produce, not the MNsure logo by itself. There are two layouts available in each of the following languages: English, Hmong, Somali and Spanish. The badge should be sized smaller than your organization's logo so it doesn't compete with it. It is meant to be displayed as a verification that the organization is an official MNsure partner, rather than a logo to co-brand materials.

Implementation Plan

Q: Will a work plan narrative be required in addition to the Work Plan Template (like with the Navigator grant)?

A: Yes, applicants must respond to the narrative questions regarding the work plan in addition to submitting a work plan using the required Excel template.

Q: Please cover again the grant time frame for implementation. September 2016 to when; and when is the enrollment date?

A: The period of support for the grant is September 1, 2016, through June 30, 2017, meaning that grant contracts will fund activities that fall within this time period. We anticipate that a lot of the work will happen leading up to and during the 2017 open enrollment period. If your focus is another area (for example, special enrollment) the plan might cover the entire grant period. The 2017 open enrollment period runs from November 1, 2016, through January 31, 2017.

***Q: How do you define referrals? Is this the number of people connected with a navigator? The number of people provided with information on MNsure?**

A: The Implementation Plan Section and Work Plan should include the “projected number of referrals to MNsure consumer assistance partners and evidence for this number (See RFP page 9). Referrals are defined as referrals to another MNsure consumer assistance partner, such as a navigator, broker or certified application counselor.

Budget

Q: Are there outreach/education strategies that you do not want or cannot fund? Are there activities that you are not able to fund because of law or regulation?

A: Please refer to page 10 of the RFP for unallowable expenses.

Q: Do we request an amount of monies or does MNsure grant a certain dollar amount?

A: Applicants may apply for grants up to \$40,000. If your application is selected to move on to the final stage of review (financial review), MNsure will review budget reasonableness, budget justification and the organization’s financial management capabilities (See RFP page 15).

Funds are paid out on a reimbursement basis for work completed. Grantees submit monthly invoices based on actual expenses and in compliance with the contract budget. Grantees also submit monthly progress reports. MNsure grant managers review and approve monthly reports and invoices before payment is made each month.

Q: Is training or education of other assisters an allowable expense?

A: The development of consumer education and assister training materials for population(s) of focus is one of the goals of this grant area (See RFP page 6).

***Q: Can funds cover the cost of food for volunteers at outreach activities (i.e., dinner for volunteers during their phone banking shifts)**

A: Food costs will be considered when the cost is necessary to fulfill the grant goals. If food costs are determined allowable, costs must be incurred in the same manner and amount provided in the current "Commissioner’s Plan” established by the Commissioner of Minnesota Management and Budget. [Allowable amounts for food costs](http://www.mmd.admin.state.mn.us/commissionersplan.htm) are available (<http://www.mmd.admin.state.mn.us/commissionersplan.htm>). Grantees can only ask for

reimbursement for the actual costs of the food (not a per diem) at or below the caps from the "Commissioner's Plan."

RFP Process

Q: Is webinar on April 14 going to be any different from today's webinar?

A: The presentation will be the same, but depending on the questions that are asked, the question and answer period may be different. However, all questions and responses for both webinars are included in this document.

Q: Do we have to create a new account in Foundant if we already submitted?

A: No, you do not need to create another account through Foundant if you already have one. When you logon to Foundant, make sure to select the correct RFP to apply for—FY 2017 Outreach and Education Grant.

Other

Q: How do I show proof of financial compliance, if this is my first year applying for MNsure grant or the organization is new?

A: Applicants must include a description of their financial management processes in response to narrative questions in the budget section (See RFP page 9). If applicants are selected to move on to the final stage of review (Stage 3), they will be asked to provide further documentation and evidence of the organization's financial management capabilities. Specifically, organizations will be asked to complete an Accounting System and Financial Capacity Questionnaire and one of the documents listed on page 15 of the RFP. The [Accounting System and Financial Capacity Questionnaire \(PDF\)](#) linked here is the form from last year. There may be some changes made to the form for grants this year.

Q: If we submitted for the navigator grant last week can we use some of the same required documents/attachments? Or do we need to fill out a new set of forms?

A: No, please use the set of forms specific to the FY 2017 Outreach and Education Grant RFP. Although some of the forms look similar, this is a separate RFP and all required documents need to be submitted.

Q: If I am applying as a single organization will I have to have DUNS number and state of MN vendor number? Is it any different as if am going to be as subgrantee to a "lead organization"? So it will be possible to apply as a single organization and then be added as a subgrantee?

A: An applicant will not be disqualified if they do not have a DUNS number or a Minnesota vendor number at the time the application is submitted. However, applicants selected to receive awards must have a DUNS number and a Minnesota vendor number in order to be awarded funds from MNsure. The DUNS number is a requirement because federal funds may be included in this grant. The Minnesota vendor number is required because it is needed to make

payments to the grantee. More information on obtaining a DUNS number and a Minnesota vendor number is included in the RFP. (See RFP page 5)

MNsured contracts with the lead organization. The lead organization is required to have a DUNS number and Minnesota vendor number. Subgrantees are not required to have DUNS numbers or Minnesota vendor numbers. The lead organization is responsible for managing the subgrantees, including making payments to subgrantees.

Subgrantees must be included in the lead agency's proposal at the time the lead agency submits the grant proposal.

Q: What is the total grant pool for this?

A: The total funds available are anticipated to be \$300,000.

***Q: If sub-grantee does not have a lead agency yet.**

a. Can it be assigned by MNsure or selected after application was submitted?

b. What information should be entered in questions pertaining to lead agency?

A: A sub-grantee cannot apply without a lead agency. This partnership must be formed before a grant application is submitted.

***Q: Should sub-grantee and lead agency apply together or separately? Or they reference each other in individual applications?**

A: A sub-grantee cannot apply without a lead agency. The lead agency submits one application on behalf of the partnership.