MNsure’s Accessibility and Equal Opportunity (AEO) office can provide information in this presentation in accessible formats for individuals with disabilities. The AEO office can be reached at 651-539-2099 or 855-366-7873 or AEO@MNsure.org.
How Today’s Webinar Will Work

- **Online Content:**
  - If you have trouble accessing the online content, the slides are available for download on the Assister Funding Opportunities webpage at [www.mnsure.org/about-us/assister-program/funding-opportunities](http://www.mnsure.org/about-us/assister-program/funding-opportunities).

- **Questions:**
  - Questions must be submitted via the chat feature in WebEx. You can also send questions to [navigatorgrants@mnsure.org](mailto:navigatorgrants@mnsure.org). We will answer questions after completing the full presentation.
  - MNsure will not be held responsible for oral responses made during the webinar.
  - Written responses to all questions will be posted on the Assister Funding Opportunities webpage on or before March 11, 2022.
The goal of MNsure’s Consumer Assistance Program is to ensure all Minnesotans are connected to affordable and comprehensive health insurance coverage.

Navigator agencies may receive financial support for participating in this work through two possible sources:

- ALL navigator agencies receive $70 per enrollee payments for successfully assisting a consumer with applying for Medical Assistance, MinnesotaCare or qualified health plan.

- In addition to per enrollee payments, agencies may apply for a grant to support outreach and enrollment efforts targeting uninsured populations, especially those communities that have historically experienced disparities and/or face barriers to enrollment.
Navigator Grant Program

- Since 2013, the navigator grant program has been critical in building a network of navigators with the following qualities:
  - Established relationships with populations that face barriers to enrollment or renewal and the linguistic and cultural competency to effectively serve diverse communities
  - Experienced staff with specialized skills able to help populations who require additional assistance
  - Commitment to supporting consumers through renewal periods or changes in life circumstances
  - Ability to offer year-round assistance
  - Proven outreach techniques and strategies
  - A willingness to partner with MNsure on outreach and enrollment strategies
Single Funding Area for FY 2013

- For fiscal year (FY) 2023, the grant program will focus on funding an essential infrastructure of navigators well positioned to helping Minnesotans gain and maintain access to health care insurance during turbulent times.

- Successful applicants will demonstrate:
  - A commitment to a robust navigator program with staff dedicated at least half-time to providing year-round assistance to consumers.
  - An emphasis on developing and retaining experienced navigators and providing sufficient administrative resources to support the grant.
  - Existing connections with a population that evidence shows is disproportionately uninsured, experiences disparities in health outcomes, and/or faces barriers to enrolling in coverage.
  - Usage of proven methods of outreach to the populations.
  - An ability to collect data and report data to track grant outcomes.
Available Funding

- MNsure anticipates $4 million will be available in funding for grants. Multiple grants will be awarded.
- There is no pre-determined limit on individual awards.
- Applicants will be scored on whether the requested amount is reasonable given:
  - The financial capacity of the agency
  - The objectives and strategies of the work plan
  - The total funds available for all grants
- Grants will begin July 1, 2022, and end June 30, 2023.
- At MNsure’s sole discretion, grant contracts may be extended for an additional year, not to exceed a total contract term of two years.
Eligible Applicants

- Public, tribal, for-profit and nonprofit entities are eligible to respond to this RFP.
- Individuals are not eligible to respond to this RFP.
- An applicant does not need to have a navigator contract in place in order to respond but must have a navigator contract with MNsure during the period of the grant.
Potential Grant Structures

- Potential grant structures:
  - Single organization
  - Paid partnership: a lead agency with partners (sub-grantees) that receive grant funds
  - Unpaid partnership: a lead agency with partners that do not receive grant funds
  - Mixed partnership: a lead agency with some partners that receive grant funds and some that do not receive funds

- Each grant award will go to a single agency. Lead agencies must have the capacity to provide financial and program oversight for any paid partners.
- An individual entity can only receive grant funds from one grant.
Applicant Requirements

- Applicants must submit their proposal online through Foundant.

- Applicants will be required to complete text fields in the online application and to upload documents.

- Applicant responses to some sections will be scored by a review committee.

- Each scored section will have 100 possible points, but some sections may be weighted to have greater value in the final score.

- Other sections will not be scored but are still required.
Application Sections

- Required sections of the application:
  - Applicant Information (not scored)
  - Statement of Focus (scored)
  - Connection to Statement of Focus Population (scored)
  - Current Agency Activities (scored)
  - Grant Objectives and Strategies (scored)
  - Grant Budget and Financial Management (scored)
  - Letters of Support for paid partners (not scored)
  - Required Statements (not scored)

- Detailed requirements are on pages 9 to 19 of the RFP.
Statement of Focus

- Applicants are required to identify a population or populations that will be the focus of the grant. This is your “Statement of Focus” or SOF population.

- Applicants must provide evidence that the SOF population experiences one or more of the following:
  - High rates of uninsurance
  - Barriers to obtaining and maintaining coverage
  - Disparities in health outcomes

- Examples of populations are listed in the “Minnesota’s Health Insurance Landscape” section on pages 5 and 6 of the RFP.

- Applicants may identify other eligible populations. Additional resources are listed on page 6 of the RFP.
If you list more than one population in your Statement of Focus, remember that your application must:

- Clearly define each population
- Provide evidence that each population experiences high rates of uninsurance, barriers to obtaining or maintaining coverage, and/or disparities in health outcomes
- Demonstrate connections to these populations, and sufficient experience and capacity to serve each population
- Provide appropriate objectives and strategies for each population
Statement of Focus: Scoring

- A competitive Statement of Focus response will:
  - Clearly define one or more populations as the specific population(s) that will be the focus of the grant.
  - Provide statistical data or other substantial evidence for each of the populations defined that demonstrates the population experiences high rates of uninsurance, faces barriers to obtaining or maintaining coverage; and/or experiences disparities in health outcomes.
  - List a specific geographic area that will be served by the grant.

- Possible points: 100 (weighted as 100 points)

- Additional information on the Statement of Focus section is on page 9 of the RFP.
Connection to Statement of Focus Population

- The grant program seeks to support agencies that have strong, established connections to the SOF (Statement of Focus) population and have leadership and staff that represent the community.

- The applicant will need to provide evidence of connections to the SOF population.

- If the SOF population includes more than one population, the application is expected to demonstrate connections to all of the identified populations.

- If the applicant does not currently have connections, the application must describe plans to develop connections.
Connection to SOF Population: Scoring

- A competitive Connection to SOF Population response will:
  - Present evidence of well-established connections to the SOF population. If the SOF population includes multiple populations, presents information supporting connections to all populations.
  - The applicant has agency leadership and staff that are representative of the SOF population.
  - If the applicant does not have existing connections to a community, there is a clear and reasonable plan for establishing connections to achieve the work plan objectives.

- Possible points: 100 (weighted as 200 points)

- Additional information on the Connection to SOF population section is on pages 9 and 10 of the RFP.
Current Agency Activities

- Applicants are expected to have:
  - Established processes for assisting individuals with applying, enrolling and managing casework for accessing services
  - Proven in-reach and outreach strategies to the SOF population
  - Have the capacity to collect and report data

- Experience providing MNsure navigator services is preferred, but experience assisting the SOF population with accessing similar services is also relevant.

- Pay careful attention to the instructions in the online application. Each question will provide instructions that are labeled as:
  - For agencies WITH a current navigator contract
  - For agencies WITHOUT a current navigator contract
  - For ALL agencies (either with or without a contract)
Current Agency Activities (continued)

- Answer the questions in this section with information accurately reflects your agency activities as of March 1, 2022.

- MNsure will provide the review committee with additional information regarding an applicant’s navigator contract status, currently certified staff and per-enrollee payment history.
A competitive Current Agency Activities response will:

- Demonstrate existing experience providing comprehensive support services to consumers, either as a navigator or for similar services, and have agency infrastructure to support the work
- Have current in-reach/outreach activities which are appropriate for connecting with the SOF population
- Have strategies for assisting consumers during the pandemic
- Have current practices for collecting demographic and/or other relevant data about the SOF population
- If there are paid partners, the lead agency has experience coordinating work activities with multiple partners

Possible points: 100 (weighted as 150 points)

Additional information on the Current Agency Activities section is on pages 10 to 12 of the RFP.
Grant Objectives and Strategies

- Applicants must set objectives, outline strategies to achieve those objectives and have methods for tracking progress towards objectives. Together, this represents a work plan for the grant year that must support the goals of the grant program.

- In the application, you will answer a series of questions regarding objectives, strategies and methods for tracking the following:
  - Number of individuals screened and/or assisted with questions
  - Number of navigator-assisted applications and renewals
  - Number of successful enrollments and renewals
  - Number of outreach and education activities
  - Number of individuals reached through outreach and education
  - Grant management activities
Grant Objectives and Strategies (continued)

- Additional objectives:
  - Applicants must also indicate what categories of data you will collect and report to MNsure
  - Availability to coordinate with MNsure on outreach activities

- Optional work plan elements (not scored):
  - Availability to respond to direct consumer referrals from MNsure’s Contact Center
  - Any specific resources or expertise that might be provided to the larger navigator community as a work plan deliverable
Grant Objectives and Strategies: Scoring

- A competitive Grant Objectives and Strategies response will:
  - Set objectives that are clear and sufficient to achieve the goals of the grant program, emphasize reaching the SOF population, and are realistic given the on-going pandemic
  - Have strategies that:
    - Cover the entire grant period, but reflect an increase in consumer assistance activity during open enrollment
    - Reflect activities to assist consumers with applying, enrolling and providing comprehensive case management support
    - Cover the geographic area identified in the Statement of Focus
  - Have reasonable outreach (and in-reach) strategies that are focused on the SOF population
  - Commit navigator staff at least half-time in order to develop and maintain expertise
Grant Objectives and Strategies: Scoring (continued)

- A competitive response will (continued):
  - Include appropriate methods for tracking progress towards objectives
  - Include appropriate strategies for grant management
  - If there are paid partners, roles of lead grantee and paid partners are clear

- Possible points: 100 (weighted as 350 points)

- Additional information on the Grant Objectives and Strategies section is on pages 12 to 15 of the RFP.
Budget and Financial Management

- Applicants must provide a reasonable grant budget and demonstrate adequate financial management practices
- In this section you are asked to provide information regarding:
  - The total agency budget for the lead agency and any paid partners
  - The proposed grant budget (a list of allowable and unallowable expenses is on pages 17 and 18 of the RFP).
  - The use of navigator per enrollee payments
  - General staffing plan for the grant
  - Financial management practices
Budget and Financial Management: Scoring

- A competitive Budget and Financial Management response will:
  - Request a total grant amount this is reasonable given the financial capacity of the applicant, the proposal’s objectives and strategies, and the total funds available
  - Clearly describe how per enrollee payments are used
  - Provide a summary budget that accounts for all requested funds, does not include unallowable expenses, and provides explanations for each line item that are consistent with achieving the objectives and strategies of the work plan
  - Dedicate sufficient staff for navigators, outreach and grant administration to execute the work plan strategies
  - Demonstrates reasonable financial management practices and, if applicable, strategies for overseeing paid partners
Budget and Financial Management: Scoring (continued)

- Possible points: 100 (weighted as 200 points)
- Additional information on the Budget and Financial Management section is on pages 15 to 18 of the RFP.
Letters of Support

- Letters of support from paid partners must be submitted with the proposal. A paid partner is an organization that will receive grant funds.

- Letters of support must be on the paid partner’s letterhead, be signed, and provide a brief summary of the paid partner’s role in achieving the objectives of the proposal.

- An unpaid partner is an organization that will not receive grant funds. Letters of support are not required from unpaid partners.

- Letters of support are not scored, but a proposal with paid partners that does not include letters from all paid partners may be considered incomplete.

- Additional information is on page 18 of the RFP.
Required Statements

- Applicants must fill out, sign (if required) and upload all the following required documents:
  - Attachment A – Responder Information/Declarations
  - Attachment B – Affidavit of Noncollusion
  - Attachment C – Workforce Certification
  - Attachment D – Certification Regarding Lobbying
  - Attachment E – Exceptions to Terms and Conditions
  - Attachment F – Trade Secret/Confidential Data Notification

- Attachments are available on the Assister Funding Opportunities webpage under “Request for Proposals and Required Documents.”

- Required statements are not scored, but a proposal missing any statements may be considered incomplete.
Summary of Scoring

- Scoring for individual sections:
  - Statement of Focus – 100 points
  - Connection to Statement of Focus Population – 200 points
  - Current Agency Activities – 150 points
  - Grant Objectives and Strategies – 350 points
  - Budget and Financial Management – 200 points

- Total possible score – 1,000 points
Upcoming Key Dates for RFP Process

- February 24, 3 p.m. Central time: Deadline for submitting questions regarding the RFP
  - All questions regarding the RFP must be submitted to navigatorgrants@mnsure.org. Questions sent to other email boxes or individual staff email boxes will not be responded to.

- March 11: Written answers to all questions will be posted on the Assister Funding Opportunities webpage on or before this date
  - MNsure will post answers to all questions submitted during the webinar or sent to navigatorgrants@mnsure.org.

- March 24, 1 p.m. Central time: Deadline for submitting RFP responses
  - DO NOT WAIT UNTIL THE LAST DAY TO START YOUR ONLINE APPLICATION! Late responses will not be accepted.
Evaluation and Selection

- **Stage 1:** Evaluation based on completeness, compliance and eligibility
- **Stage 2:** A review committee will rate the merits of each proposal
  - Each section is evaluated on a 100-point scale
  - The individual sections are weighted to a total score of 1,000
- **Stage 3:** Financial review and contract negotiation
  - Selected applicants submit evidence of financial management capabilities
  - Selected applicants submit a full work plan, summary budget and detailed budgets as negotiated with MNsure
- **Contracts begin July 1, 2022**
Online Proposal Submission Process

- Proposals must be submitted online application through Foundant.
- To access Foundant, go to the Assister Funding Opportunities webpage (https://www.mnsure.org/about-us/assister-program/funding-opportunities/index.jsp).
- Click on MNsure’s grant application system under “How to Apply.”
- You will be taken to the MNsure-branded Foundant site.
Account Login or Creation

Current grantees and past applicants

New users
Account Creation

New users must create an account.

Some fields, such as telephone numbers and tax ids have required formats.

All required fields are marked with an asterisk “*”.
Applicant Dashboard

- Apply
- Organization History
- Fax to File

Applicant:
Mr Test User
john.v.salisbury@gmail.com
718-555-1212
770 MNSure Way
Minneapolis, MN 55417 USA

Organization:
Test Organization
11-1151115
718-555-1212
770 MNSure Way
Minneapolis, MN 55417 USA

- Public Profile

Active Requests 1
Historical Requests 2

1. If your organization information does not appear correct, please click the edit (pencil) icon.

2. You do not have any Active Requests. Click Apply to begin the application process.
Applicant Dashboard (continued)

- FY 2023 Navigator Grant Program Request for Proposals
  - Accepting Submissions from 01/28/2022 to 06/30/2023
  - Apply

- Quick Search

- Preview
- Send to GrantHub
Application Landing Page

Process: FY 2023 Navigator Grant Program Request for Proposals

Application

Due by 03/24/2022 01:00 PM CDT.
Fields with an asterisk (*) are required.

Lead Agency Contract Representative

Lead Agency Contract Representative Email

Lead Agency Contract Representative Phone
Application

Fields with an asterisk (*) are required.

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?

- Yes
- No

If not main contact
State main contact name:

Main Contact Email

Main Contact Phone
Only one section of the application can be expanded at a time. To complete each section, click on the arrow next to the name of the section to expand it and view and respond to all the questions.

<table>
<thead>
<tr>
<th>Section</th>
<th>Points</th>
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<tbody>
<tr>
<td>Statement of Focus</td>
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<tr>
<td>Connection to Statement of Focus Population</td>
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<td>Current Agency Activities</td>
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<td>Grant Objectives and Strategies</td>
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<td>Budget and Financial Management</td>
<td>200</td>
</tr>
<tr>
<td>Letters of Support</td>
<td>Not scored</td>
</tr>
<tr>
<td>Required Statements</td>
<td>Not scored</td>
</tr>
</tbody>
</table>
Text Fields/Character Limits

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

*Partner 1
*Partner 2

479 characters left of 500

[500 characters left of 500]
Please list the name(s) of individuals involved with the preparation of this proposal to assist in determining potential conflicts of interest.

Agency Person one, Board member two, Stakeholder three, TKTTKAREKAR'LGK A;LENARGL AGRILQGRLA RFGLKAGMVAMFLKMT AFGNERGJLNAD;FLNALWENF AKLWEIFAG;AFL N AGN;AKFJNARKEJGNAJKLRNGA RGAN AGANGA;AFLRJGNA;RGJNA;RGJNAA NWLA;N

! Error: You have exceeded the limit of 200 characters. Your answer will be saved, but you cannot proceed until you fix this.

[17 characters over the limit of 200]
Data Fields

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?

☐ Yes
☐ No

If not main contact
State main contact name

Main Contact Email

Main Contact Phone
#

Minnesota Tax ID
#
The “Required Statements” have document templates, which can be found on the MNsure Assister Funding Opportunities webpage.
Fax to File

The purpose of this tool is to help you convert documents from hard copy format to digital format so that they may be uploaded in any of the forms through the application process.

**How To Use The Tool:**

1. To start, click the "Request a Fax #" button above and you will be presented with a toll-free fax number. Once you have a fax number, you will have 20 minutes to fax needed documents for conversion.
2. Send a separate fax for each document and do not include a cover sheet. All faxed documents will be automatically converted to .pdf format.
3. Click the "Finished Faxing" button to see your list of files.
4. Converted documents will be available to download to your computer. After downloading to your computer, you will then be able to upload the documents at the appropriate time during the online application process.
Saving the Application

Attachment D: Certification Regarding Lobbying
Upload a file [2 MB allowed]

Attachment E: Expectations to Terms and Conditions
Upload a file [2 MB allowed]

Attachment F: Trade Secret/Confidential Data Notice
Upload a file [1 MB allowed]

Save Application  Submit Application
Editing an Application in Progress

Applicant Dashboard

<table>
<thead>
<tr>
<th>Applicant:</th>
<th>Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Test User</td>
<td>Test Organization</td>
</tr>
<tr>
<td><a href="mailto:john.v.salisbury@gmail.com">john.v.salisbury@gmail.com</a></td>
<td>11-1111115</td>
</tr>
<tr>
<td>718-555-1212</td>
<td>718-555-1212</td>
</tr>
<tr>
<td>770 MNSure Way</td>
<td>770 MNSure Way</td>
</tr>
<tr>
<td>Minneapolis, MN 55417 USA</td>
<td>Minneapolis, MN 55417 USA</td>
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</tbody>
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If your organization information does not appear correct, please click the edit (pencil) icon.

Process: FY 2023 Navigator Grant Program Request for Proposals

<table>
<thead>
<tr>
<th>Application Decision</th>
<th>Application</th>
<th>Decision</th>
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<td>02/01/22</td>
</tr>
<tr>
<td></td>
<td>Draft</td>
<td>Undecided</td>
</tr>
</tbody>
</table>

Edit Application
Sharing Application Information

Application does not appear correct, please click the edit (pencil) icon.

Optional fields required:

- Representative
- Representative Email
- Representative Phone

Who is the main contact?
Submitting the Application

Attachment D: Certification Regarding Lobbying
Upload a file [2 MB allowed]

Attachment E: Expectations to Terms and Conditions
Upload a file [2 MB allowed]

Attachment F: Trade Secret/Confidential Data Notice
Upload a file [1 MB allowed]

[Save Application] [Submit Application]
If you need to work on the application offline, type the information required for each section in a Word document to be copied and pasted into the online system.

Pay attention to character limits with spaces. Applicants preparing their application in Word can check where they are at with character limits in a word document by highlighting the text and selecting “word count” on the Review panel near the top.

The online application system tracks the number of characters in a section as the applicant fills that section in and will stop capturing the information you type if you exceed the character limits. The character limits for each field and open text box are posted next to each question in the online application.
Tips for Completing the Application (continued)

- Do not wait until the last minute to begin the online submission process. There will be limited ability to provide technical support on the due date.
- Late responses will not be considered.
- Failure to comply with grant RFP instructions for submitting a proposal may result in the disqualification of any non-complying proposal.
Wrapping Up

- All information regarding the RFP process is posted on the Assister Funding Opportunities webpage at www.mnsure.org/about-us/assister-program/funding-opportunities

- MNsure will not be held responsible for oral responses made during the webinar. Responses to questions from the webinar will be written and posted on the website by March 11.

- Please send any additional questions to navigatorgrants@mnsure.org by February 24 at 3 p.m. Central Time.
Questions & Answers

- Submit questions using the WebEx chat feature. Do not unmute your line.
- If you are unable to access the chat, you can submit your question to navigatorgrants@mnsure.org.