



## FY 2021 Navigator Outreach and Enrollment Grants

January 29, 2020

The webinar will begin at 1 p.m. Please call in for audio.  
All participant phone lines will be muted during the webinar.

**Please use the webinar chat feature to submit questions.**

Phone number for audio: 1-415-655-0003

Meeting number: 963 583 583

MNSure's Accessibility & Equal Opportunity (AEO) office can provide information in this library 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.

Thank you for joining our Fiscal Year 2021 Navigator Outreach and Enrollment Grant Applicant Webinar.

My name is Christina Wessel, and I am the Senior Director of Partner and Board Relations at MNSure.

The purpose of our session today is to provide a brief overview of the forthcoming request for proposals, describe the funding areas available, and explain the letter of intent process, including how to submit a letter of intent using the online process.

## How Today's Session Will Work

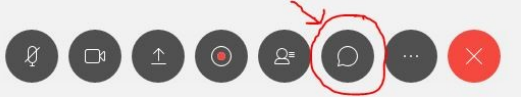
**Online Content**

**Q & A**


**Follow Up**

If you have trouble accessing the online content, the [slides are available for download](https://www.mnsure.org/about-us/assister-program/funding-opportunities/index.jsp) at <https://www.mnsure.org/about-us/assister-program/funding-opportunities/index.jsp>

Please submit questions via the chat feature. We will answer questions after completing the presentation.



This session is not being recorded, but written responses to all questions will be posted on the Assister Funding Opportunities webpage on or before February 7, 2020.

2


Here's how our webinar will work today:

If you have trouble accessing the online webinar content, you can access the slides on the Assister Funding Opportunities webpage under Applicant Webinar. The link is [www.mnsure.org/about-us/assister-program/funding-opportunities](https://www.mnsure.org/about-us/assister-program/funding-opportunities).

All the phone lines are on mute. Please submit questions via the chat feature. We will answer questions after the presentation has concluded.

To access the chat field, find the icon that looks like a conversation bubble and click on that.

If you are having trouble submitting a question via the chat feature, please email the question to [navigatorgrants@mnsure.org](mailto:navigatorgrants@mnsure.org).

This session is not being recorded, but written responses to all questions will be posted on the Assister Funding Opportunities webpage on or before February 7, 2020.

If we don't get to your question on today's webinar, please know that we will answer it in the written responses. All questions will be answered.

## Consumer Assistance Program

- 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 per enrollee payments for successful applications and enrollments. As of July 1, 2019, navigator payments are \$70 per successful determination of eligibility for Medical Assistance, MinnesotaCare or a qualified health plan.
  - In addition to payments, navigator agencies may apply for a grant to support outreach and enrollment efforts targeting uninsured populations, especially those communities that have historically experienced disparities, and to sustain a robust statewide navigator network.

3



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- All navigator agencies receive per enrollee payments for successful applications and enrollments. As of July 1, 2019, navigator payments are \$70 per successful determination of eligibility for Medical Assistance, MinnesotaCare or a qualified health plan.
- In addition to payments, navigator agencies may apply for a grant to support outreach and enrollment efforts targeting uninsured populations, especially those communities that have historically experienced disparities, and to sustain a robust statewide navigator network.

The focus of this webinar is the forthcoming request for proposals for the grant program.

## Navigator Grant Program

- The grant program has been critical in building a network of navigators that demonstrate 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 who need support to maintain their health insurance coverage through renewal periods or changes in life circumstances.
  - Ability to offer assistance year-round.
  - Proven outreach techniques and strategies.
  - Willingness to partner with MNSure on outreach and enrollment strategies.
- For FY 2021, the grant program will also look to diversify Minnesota's navigator network by investing in new or developing agencies.

4



Over the past seven years, MNSure's grant program has been critical in building a network of navigators that demonstrate 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 who need support to maintain their health insurance coverage through renewal periods or changes in life circumstances.
- Ability to offer assistance year-round.
- Proven outreach techniques and strategies.
- And a willingness to partner with MNSure on outreach and enrollment strategies.

For FY 2021, the grant program will also look to diversify Minnesota's navigator network by investing in new or developing agencies.

## Strategic Vision

- MNsure's strategic vision for the FY 2021 grant program includes three funding areas:
  - Geographic: focus on building statewide access to enrollment assistance and sustaining a network of navigator organizations working closely with MNsure on strategies to reach, enroll and renew consumers.
  - Population: support navigator organizations that have identified populations that face barriers to enrolling in coverage and/or high levels of uninsurance and can demonstrate an ability to effectively reach, enroll and help renew coverage for the population.
  - Capacity building: invest in developing the capacity of new or existing navigator organizations with the potential to serve geographic areas or populations where there is a demonstrated need for more navigator assistance.

5



This Request for Letters of Intent is part of MNsure's FY 2021 request for proposals process for the Navigator Outreach and Enrollment grant program.

The forthcoming solicitation has three focus areas:

- Geographic: focus on building statewide access to enrollment assistance and sustaining a network of navigator organizations working closely with MNsure on strategies to reach, enroll and renew consumers.
- Population: support navigator organizations that have identified populations that face barriers to enrolling in coverage and/or high levels of uninsurance and can demonstrate an ability to effectively reach, enroll and help renew coverage for the population.
- Capacity building: invest in developing the capacity of new or existing navigator organizations with the potential to serve geographic areas or populations where there is a demonstrated need for more navigator assistance.

## Available Funding: Estimated \$4 Million

Funding Area	Amount
<b>Geographic</b> <i>Funding Area 1</i>	Individual awards not anticipated to exceed \$500,000
<b>Population</b> <i>Funding Area 2</i>	Individual awards not anticipated to exceed \$250,000
<b>Capacity Building</b> <i>Funding Area 3</i>	Individual awards not anticipated to exceed \$50,000

Grants in all areas are one-year grants with an option to extend an additional year at MNSure's sole discretion, and subject to the grantee's willingness to continue.

6



For FY2021, an estimated total of \$4 million in funds will be available.

The funding will be divided between three funding areas.

For Funding Area 1, geographic grants, individual awards are not anticipated to exceed \$500,000. For Funding Area 2, population grants, individual awards are not anticipated to exceed \$250,000. And for Funding Area 3, capacity building grants, individual awards are not anticipated to exceed \$50,000.

Please note these are one-year grants with an option to extend an additional year at MNSure's sole discretion, and subject to the grantee's willingness to continue.

The goals and expectations for each funding area are different and we will go through those next.

## Geographic Grants

- **Focus on ensuring access to navigator assistance throughout the state by:**
  - Sustaining a statewide network of skilled navigator staff able to provide comprehensive support to consumers in all aspects of the process, including submitting applications, responding to notices, reporting changes and completing renewals.
  - Ensuring year-round navigator assistance in the geographic area served by the grant.
  - Supporting effective outreach targeted at uninsured, underinsured and those at risk of losing health insurance coverage.
  - Requiring a commitment to collaborate with MNSure on outreach and enrollment strategies.
  - Supporting improving and expanding navigator capacity in the state through training and mentorship opportunities.

7



The first funding area includes grants to ensure access to navigator assistance throughout the state.

Navigator geographic grants will support highly skilled navigator organizations working collaboratively with MNSure to reach the uninsured and support Minnesotans in obtaining and maintaining health insurance coverage. This funding area focuses on building statewide access to assistance and sustaining a network of navigator organizations working closely with MNSure on strategies to reach, enroll and renew consumers.

It is important to note that while this funding area focuses on geographic coverage in the state, the grants *also* support efforts to reach specific populations within the geographic area of the grant. However, grantees in this area are expected to also have a broader goal of providing assistance to all eligible consumers within their geographic area.

These grants will:

- Sustain a statewide network of skilled navigator staff able to provide comprehensive support to consumers in all aspects of the process, including submitting applications, responding to notices, reporting changes and completing renewals.
- Ensure year-round navigator assistance is available in the geographic area

served by the grant.

- Support effective outreach targeted at uninsured, underinsured and those at risk of losing health insurance coverage.
- Require a commitment to collaborate with MNsure on education, outreach and enrollment strategies.
- Support improving and expanding navigator capacity in the state through training and mentorship opportunities.



## Population Grants

- **Focus on providing navigator assistance to populations that face barriers to enrollment by:**
  - Leveraging existing community connections and outreach capacity within navigator organizations.
  - Funding navigator staff able to provide comprehensive support to consumers in all aspects of the process, including submitting applications, responding to notices, reporting changes and completing renewals.
  - Ensuring year-round navigator assistance in the population(s) served by the grant.
  - Supporting effective outreach targeted at uninsured, underinsured and those at risk of losing health insurance coverage.

8



The second funding area are grants focused on providing navigator assistance to populations that face barriers to enrollment.

Navigator population grants will support organizations that have identified populations that face barriers to enrolling in coverage and/or high levels of uninsurance and can demonstrate the ability to effectively reach, enroll and help renew coverage for the population. While grant applicants will need to identify the geographic area they are serving, these grants primarily support outreach and enrollment for the specific population or populations identified as the focus of the grant.

These grants will:

- Leverage existing community connections and outreach capacity within experienced navigator organizations.
- Fund skilled navigator staff able to provide comprehensive support to consumers in all aspects of the process, including submitting applications, responding to notices, reporting changes and completing renewals.
- Ensure year-round navigator assistance is available to the population(s) served by the grant.
- Support effective outreach targeted at uninsured, underinsured and those at risk of losing health insurance coverage.

## Capacity Building Grants

- **Focus on building the capacity of new or developing navigator organizations to serve geographic areas of populations where there is a need for more navigators:**
  - Focus on geographic areas or populations that may currently lack appropriate navigator capacity to meet community needs for assistance.
  - Fund organizations with an established connection to that geographic area or population and a commitment to developing navigator capacity to serve that community.
  - Fund specific resources to build the capacity of the grantee to provide comprehensive support to consumers in all aspects of the application, enrollment and renewal process. Resources may include financial/management tools or training, equipment, space rental, personnel, etc,
  - Support the grantee's development through education and mentorship opportunities.

9



The third grant area is focused on building the capacity of new or developing navigator organizations who will serve geographic areas or populations where this is a demonstrated need for more navigator assistance.

These grants will:

- Focus on geographic areas or populations that may currently lack appropriate navigator capacity to meet community needs for assistance.
- Fund organizations with an established connection to that geographic area or population and a commitment to developing navigator capacity to serve that community.
- Fund specific resources to build the capacity of the grantee to provide comprehensive support to consumers in all aspects of the application, enrollment and renewal process. Resources may include financial/management tools or training, equipment, space rental, personnel, etc.
- Support the grantee's development through education and mentorship opportunities.

## Which Funding Area?

- Competitive proposals for the geographic and population funding areas will have:
  - Agency and staff experience as navigators.
  - Current navigator outreach and enrollment activities.
  - Strong connections to the community being served.
  - Strong internal financial management.
- Competitive proposals for the capacity building funding area will have:
  - Strong justification for why the identified community needs additional navigator capacity.
  - Strong connections to the community identified.
  - Relevant experience providing community services (does not need to be experience as a navigator).

10



When submitting a letter of intent, consider the following when deciding which type of grant you are planning to apply for.

Competitive proposals for the geographic and population funding areas will have:

- Agency and staff experience as navigators.
- Current navigator outreach and enrollment activities.
- Strong connections to the community being served.
- Strong internal financial management.

Competitive proposals for the capacity building funding area will have:

- Strong justification for why the identified community needs additional navigator capacity.
- Strong connections to the community identified.
- Relevant experience providing community services (does not need to be experience as a navigator).

## Which Funding Area?

- Candidates for capacity building funding grants may be:
  - Agencies that are **not currently navigator agencies**, but have strong ties to the community and are committed to developing navigator application and enrollment support, or
  - Agencies that have a navigator contract, but additional resources would allow them to expand their ability to serve a community in need of additional navigator capacity.
- MNsure encourages entities with strong connections to the following communities to apply for capacity building grants:
  - Native American, African American and Latino populations
  - Rural areas of Greater Minnesota, especially Northern Minnesota
- Applicants may submit a letter of intent for more than one funding area, but will only be eligible for funding in one area.

11



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MNsure encourages entities with strong connections to the following communities to apply for capacity building grants:

- Native American, African American and Latino populations
- Rural areas of Greater Minnesota, especially Northern Minnesota.

Applicants may submit a letter of intent for more than one funding area, but will only be eligible for funding in one area.

## Populations Facing Barriers to Enrollment (Example Data)

Demographic Characteristics of the Uninsured

	All Uninsured 2017
<b>Age</b>	
0 to 5	5.3%
6 to 17	9.2%
18 to 24	13.9%
25 to 34	24.4%
35 to 54	34.3%
55 to 64	12.3%
65+	0.6%
	100.0%
<b>Race/Ethnicity<sup>1</sup></b>	
White	58.0%
Black	12.6%
American Indian	3.9%
Asian	7.9%
Hispanic/Latino	16.7%
	See Note
<b>US Born<sup>2</sup></b>	
US Born	74.3%
Not US Born	25.7%
	100.0%
<b>Region<sup>3</sup></b>	
Northwest	4.2%
Headwaters	3.2%
Arrowhead	4.7%
West Central	3.3%
North Central	5.1%
Mid-Minnesota	2.6%
Upper MN Valley	2.0%
East Central	3.5%
Central	5.4%
Southwest	2.1%
South Central	3.1%
Southeast	4.3%
Twin Cities	56.5%
	100.0%

Source: MDH Health Economics Program and University of Minnesota School of Public Health, Minnesota Health Access Surveys.

<sup>1</sup> Distribution may add to more than 100% since individuals were able to choose more than one race/ethnicity.

<sup>2</sup> Reported for individuals 3 years and older.

<sup>3</sup> See separate map with regional definitions.  
<http://www.health.state.mn.us/divs/hpsc/ha/survey/regions.pdf>

Health Update 9/20/2017

### 2017 MN Health Access Survey

- [Survey Data Tool](#)
- [Results and Reports](#)

Source: MDH Health Economics Program and University of Minnesota School of Public Health, Minnesota Health Access Surveys.

<sup>1</sup> Includes individuals who report their race/ethnicity alone or in combination with any other race/ethnicity.

<sup>2</sup> Reported for individuals 3 years and older.

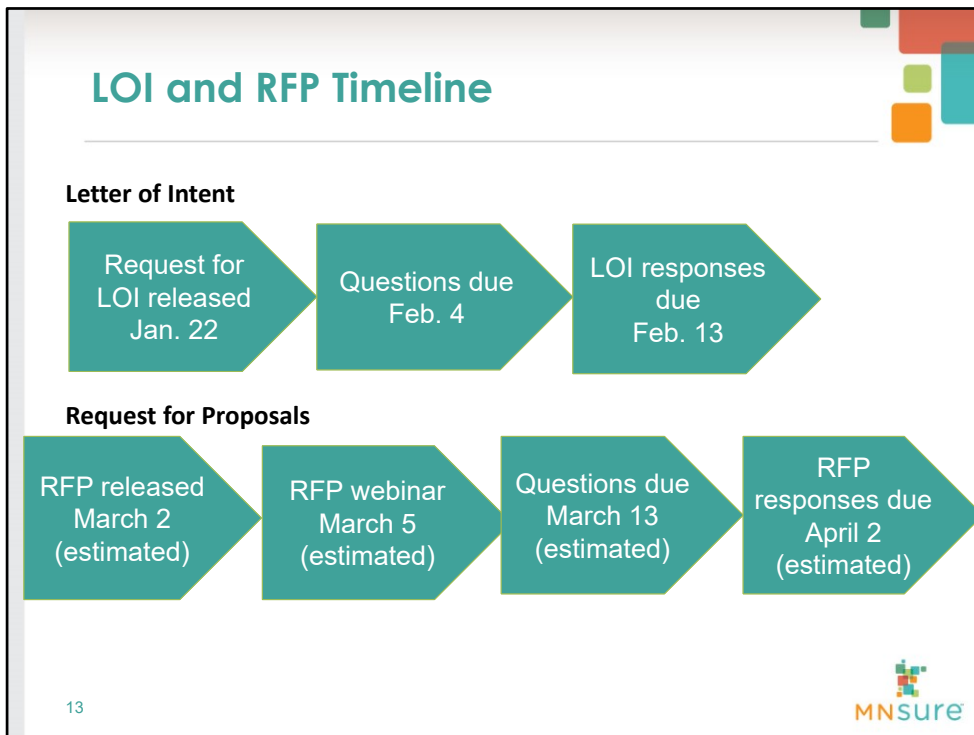
12



MNSure is not pre-determining the populations to be served by the grant program. Applicants will be asked to identify and explain the barriers faced by the population or populations the grant will serve. MNSure appreciates that Minnesotans face barriers to enrolling or maintaining coverage for a variety of reasons, ranging from individual circumstances to institutional structures. A strong applicant will not only clearly identify the population, but demonstrate their experience and capacity to successfully assist that population.

We encourage applicants to utilize available data when identifying the population or populations to be served. This slide shows one possible source of data, the Minnesota Department of Health's Minnesota Health Access Survey. The latest information is from 2017. However, more current data from the 2019 survey will hopefully be available before grant proposals are due later this spring.

You can view results from the most recent Health Access Survey by clicking on the "Results and Reports" link. You can also create your own table by using the MN Health Access Survey Data Tool on the Minnesota Department of Health website by following the link on the slide.



It is important that you are aware of the key dates in this process.

The first step for agencies intending to apply for a grant is to submit a letter of intent.

MNSure released the request for letters of intent on January 22.

All questions regarding the letter of intent process are due on February 4, by 3 p.m. to the [navigatorgrants@mnsure.org](mailto:navigatorgrants@mnsure.org) email box.

MNSure will post answers to all questions by February 7.

Letters of intent must be submitted by 1 p.m. on February 13.

We anticipate releasing the request for proposals (or RFP) on or near March 2 and hosting the applicant webinar on March 5. Questions regarding the RFP will be due to MNSure around March 13.

RFP responses will be due on or near April 2.

## Eligible Applicants

- Potential grant structures:
  - Single organization.
  - Paid partnership: a lead agency with partners 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.
- Lead agencies must have the capacity to manage and support their grant partners (sub-grantees).

14



The following is a list of potential grant structures for both funding areas:

- A single organization may apply.
- A lead agency may apply with paid partners. Paid partners are organizations that receive grant funds and are considered subgrantees.
- A lead agency may apply with unpaid partners. Unpaid partners are organizations that do not receive grant funds.
- A lead agency may apply with a mix of paid and unpaid partners.

Lead agencies must have the capacity to manage and support their grant partners (sub-grantees). For example, the lead agency will need to execute contracts with paid partners, collect invoices, pay partners in a timely fashion and ensure grant activities are coordinated.

Individuals are not eligible to apply for MNSure grant funding and cannot respond to this request for letters of intent or the forthcoming RFP.

## Letter of Intent Process

- Organizations that intend to apply for a FY 2021 Navigator Outreach and Enrollment grant are required to submit a letter of intent (LOI).
- Applicants may submit a LOI for more than one funding area, but will only be eligible for funding in one area.
- LOIs are non-binding.
  - *Non-binding: Neither party is obligated to carry out the provisions of the letter of intent.*
- The LOI process will enable MNSure to determine the level of interest in the grant and the geographic areas and populations that would be served by the proposals.

15



Organizations that intend to apply for a FY 2021 Navigator Outreach and Enrollment grant are required to submit a letter of intent (or LOI).

This additional step is not intended to limit the number of applicants for the forthcoming RFP. All eligible organizations that submit a letter of intent will be invited to submit a proposal in response to the forthcoming RFP. Applicants may submit a letter of intent for more than one funding area, although organizations are only eligible to receive grant funding in one funding area.

The letter of intent is non-binding. This means neither party is obligated to carry out the provisions of the LOI.

The LOI process will enable MNSure to determine the level of interest in the grant and the geographic areas and populations that would be served by the proposals.



## Letter of Intent Questions

- Letters of Intent must be submitted online through Foundant Technologies.
- Confirm which funding area(s) applicant anticipates applying for:
  - Geographic – focus on geographic coverage
  - Population – focus on enrolling specific populations
  - Capacity building – focus on navigator organizational development
- Provide an estimate of the award amount for which the applicant intends to apply (please note anticipated maximum awards for each funding area)
- List any partners (paid and unpaid) the applicant intends to work with for the grant.

16



These are the requirements for your letter of intent.

Letters of intent must be submitted online. The online application has individual boxes with character limits attached. You will want to view these before fully writing your letter of intent. We will explain this online submission process in a few minutes.

You will need to indicate which funding area you anticipate applying for. If you anticipate applying for more than one funding area, you will need to submit a separate letter of intent for each.

You will need to provide an estimate of the award amount for which you intend to apply. This estimate is non-binding, but please note the anticipated maximum awards for each funding area.

You will have the opportunity to list any partners (paid and unpaid) you anticipate including in your grant proposal. Once again, this information is non-binding.

## Letter of Intent Questions

- **Describe the specific population(s) the applicant works with and is planning to serve through the grant.** *(Required for all funding areas.)*
  - For those applying for geographic funding area, this is an opportunity to describe any specialized outreach or assistance for populations facing barriers within the geographic area.
- **Describe the geographic area that will be served by the grant (cities, counties, region, etc.). Also include the location(s) where the applicant and any partners have an office or other physical presence.** *(Required for all funding areas.)*
  - For those applying for the population funding area, this is information is important for understanding where a population will have access to navigator services.

17



You will be asked to describe the specific populations the applicant works with and is planning to serve through the grant. This question is obviously important for those intending to apply for a grant under the population funding area. However, it is also required for those applying for a grant under the geographic funding area and capacity building area. It is an opportunity to provide information regarding any specialized outreach or assistance you provide to populations facing barriers to enrollment.

You will also be asked to describe the geographic area that will be served by the grant. You may answer this by listing cities, counties, or a broader region, depending on the nature of the area you will be serving. You are also asked to include locations where you will have a physical presence where consumers can access your services. This question is also required for all funding areas. Although the information is especially critical for those applying for the geographic focus grant, it is important that we have a general idea of locations where services will be available for populations being served by all grants.

## Letter of Intent Questions

- **Explain why this geographic area or population is in need of additional navigator capacity.** *(Only asked for capacity building funding area.)*
  - Capacity building grants are intended to fill gaps in the current navigator network, so justifying why the population you identify needs additional navigator capacity is important.
- **Describe what specific resources the applicant is seeking and how that will enable them to develop their capacity as a navigator organization.** *(Only asked for capacity building funding area.)*
  - Resources could include training, financial management assistance, equipment, space rental, funding personnel, etc.

18



If you are submitting a letter of intent for the capacity building funding area, you will be asked two additional questions.

You will be asked to explain why this geographic area or population is in need of additional navigator capacity. Capacity building grants are intended to fill gaps in the current navigator network, so justifying why the area or population you identify needs additional navigator capacity is important.

And you will be asked to describe what specific resources the applicant is seeking and how that will enable them to develop their capacity as a navigator organization. Resources could include training, financial management assistance, equipment, space rental, funding personnel, etc.

Remember, your responses to the letter of intent are non-binding.

## Letter of Intent Response

- **Letters of intent are not scored.** All eligible applicants who submit a letter of intent will be invited to respond to the forthcoming RFP.
- MNsure may provide limited guidance to applicants in response to the letter of intent.
- MNsure reserves the right to invite additional applicants if geographic or population gaps are identified through the letter of intent process. Remember that letters of intent and proposals are non-binding.

19



Letters of intent are not scored. All eligible applicants who submit a Letter of Intent will be invited to respond to the forthcoming RFP.

MNsure may provide limited guidance to applicants in response to the letter of intent.

MNsure reserves the right to invite additional applicants if geographic or population gaps are identified through the Letter of Intent process. Remember that letters of intent and proposals are non-binding.

## Online Letter of Intent Submission Process

- The letter of intent must be submitted using the online electronic application.
- Go to the [Assister Funding Opportunities](https://www.mnsure.org/about-us/assister-program/funding-opportunities/index.jsp) webpage (https://www.mnsure.org/about-us/assister-program/funding-opportunities/index.jsp).
- Click on [MNsured's grant application system](#) under "How to Apply."
- You will be taken to the MNsure-branded Foundant site.
- **Please do not wait until the last minute to start your letter of intent.** Even if you experience a technical problem, your letter must be submitted by 1 p.m. on February 13.
- Email [navigatorgiants@mnsure.org](mailto:navigatorgiants@mnsure.org) if you experience any technical problems.

20



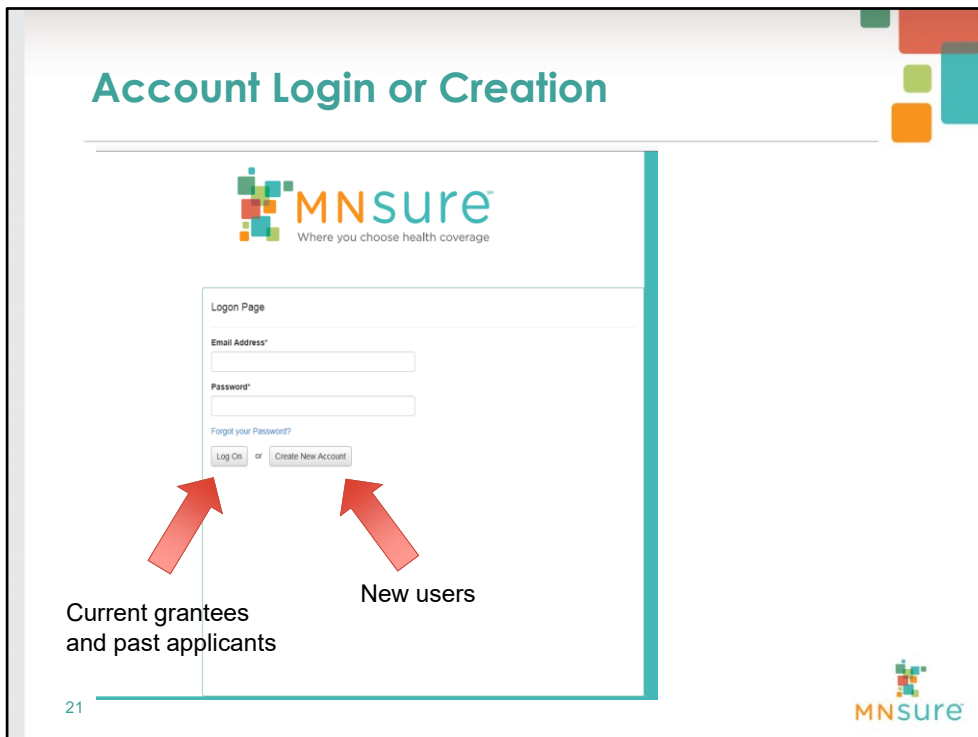
The letter of intent must be submitted using the online electronic application.

In order to apply you will need to create an online account with our online application host site "Foundant" or use an existing account if you have applied in the past.

To start the process, click on [MNsured's grant application system](#) under "How to Apply" on the Assister Funding Opportunities webpage. You will be taken to the MNsured-branded Foundant site.

Please do not wait until the last minute to start your letter of intent. Take some time to familiarize yourself with the website before you start submitting your proposal. Even if you experience a technical problem, your letter still needs to be submitted by 1 p.m. on February 13.

Please email [navigatorgiants@mnsure.org](mailto:navigatorgiants@mnsure.org) if you experience any technical problems when submitting your letter of intent.



After clicking on the application link, applicants will arrive on a MNsure-branded webpage. Current grantees and past applicants can log in using their current user name and password. New applicants should click on the “create a new account” button.

An application can only be worked on and submitted by a single user.

# Account Creation



Create New Account

This registration process has multiple steps you must complete before you can apply.

**Warning:** Using the browser's back button will delete your registration information.

**Info:** Fields with an asterisk (\*) are required.

**Organization Information**

Organization Name*	EIN / Tax Identification Number (XX-XXXXXXX)*
test	11-11111111
Web Site	DUNS Number
Telephone Number (XXX-XXX-XXXX xXXX)*	Organization Email
111-111-1111	
Address 1*	Address 2
15 test way	
City*	State*
test	MN
Postal Code*	Country
111111	

**Error:**

- EIN / Tax Identification Number (XX-XXXXXXX): Tax ID must be entered in the following format: XX-XXXXXXX.

Cancel Account Creation Next Step

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 "\*" .



For new users, there is a multi-step account creation process, which requires the applicant to enter information about their organization and themselves. Some fields, such as telephone numbers and tax ids have required formats. All required fields are marked with an asterisk "\*" .

## Account Creation (continued)

Create New Account

This registration process has multiple steps you must complete before you can apply.

**Warning:** Using the browser's back button will delete your registration information.

**Info:** Fields with an asterisk (\*) are required.

Your Information

Copy Address from Organization

Prefix (Mr., Mrs., Ms., etc.) First Name\*

Middle Name Last Name\*

Suffix (Sr., Jr., III, etc.) Business Title\*

Email Login\* Email Login Confirmation\*

Telephone Number (000.000.0000 x0000)\* Mobile Number (000.000.0000)

Address 1\* Address 2

City\* State\*

Postal Code\* Country

Previous Step Next Step

You will need to create a username and password to log into the application site.

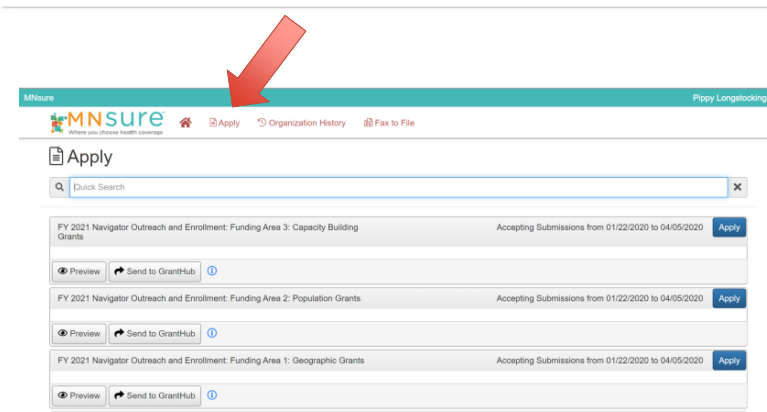
23



The site will walk you through a series of steps and during those steps you will create a username and password which will allow you to log into the application site.




# Dashboard



When you log in to your Foundant account, you will land on a dashboard. If you do not see the letter of intent options, click on the Apply option in the header of the page.

24



This is the dashboard you will see after logging in to your account. The dashboard contains user information, organization information and the status of any applications being worked on.

You can also edit profile information and organization information from this screen by clicking on the icons along the top of the page.

Click on the “Apply” button near the top of the page to enter the application area and access the letter of intent forms.

## Application Screen

The screenshot shows the MNSure application interface. At the top, there's a header with the MNSure logo and navigation links: Apply, Organization History, and Fax to File. Below the header, there's a section titled 'Apply' with a search bar. Three funding areas are listed, each with an 'Apply' button highlighted by a red arrow:

- FY 2021 Navigator Outreach and Enrollment: Funding Area 3: Capacity Building Grants. Accepting Submissions from 01/22/2020 to 04/05/2020. [Apply]
- FY 2021 Navigator Outreach and Enrollment: Funding Area 2: Population Grants. Accepting Submissions from 01/22/2020 to 04/05/2020. [Apply]
- FY 2021 Navigator Outreach and Enrollment: Funding Area 1: Geographic Grants. Accepting Submissions from 01/22/2020 to 04/05/2020. [Apply]

Each funding area also has 'Preview' and 'Send to GrantHub' buttons.

Click on “Apply” to start a letter of intent for a funding area. You may submit a letter of intent for more than one funding area, although you are only eligible to receive funding in one funding area.

25




There are three letter of intent forms available: one for the geographic grants, one for population grants and one for capacity building grants. Click “apply” to start the LOI for one of the grant funding areas.

Remember, you may submit a letter of intent for more than one funding area, although you are only eligible to receive funding in one funding area.

# LOI Start Screen

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Search ▾
Tools ▾
Communications ▾
Reporting ▾

Question Group

**Letter of Intent Format**

The first step in the application process is to submit a Letter of Intent to MNSure by 1:00 p.m. February 15, 2018. The Letter of Intent should include the following details:

Confirm the funding area applicant anticipates applying for:

☐ Geographic - focus on geographic coverage

Provide an estimate of the award amount for which the applicant intends to apply.

\$


List any partners (paid and unpaid) the applicant intends to work with for the grant.

800 characters left of 800

Describe the specific populations the applicant works with and is planning to serve through the grant.

3,000 characters left of 3,000

26



When starting the letter of intent, you will be asked to confirm the funding area you are applying for and then fill out several questions as I described earlier in the webinar. All fields on the form are required.

## Text Fields/Character Limits

The screenshot displays the MNsure application interface. At the top, the title "Text Fields/Character Limits" is shown. Below it, the MNsure logo and navigation menu are visible. A blue banner indicates "Fields with an asterisk (\*) are required." The main content area is titled "Question Group" and "Letter of Intent Format". It includes instructions: "The first step in the application process is to submit a Letter of Intent to MNsure by 1:00 p.m. February 16, 2018. The Letter of Intent should include the following details:"

Confirm the funding area applicant anticipates applying for:

☐ Population - focus on enrolling specific populations

Provide an estimate of the award amount for which the applicant intends to apply.

\$

List any partners (paid and unpaid) the applicant intends to work with for the grant.

800 characters left of 800

Describe the specific populations the applicant works with and is planning to serve through the grant.

3,000 characters left of 3,000

27

MNsure

The most common field to fill out are text fields. These are plain text, with no formatting allowed, aside from spacing. All text fields will have a character limit at the bottom of the text entry area. The character limit updates as the applicant enters text in the box: spaces count as characters, hard returns do not count against your character count.

If the number of characters you have entered exceeds the character limit, an error message appears. The applicant will be able to save that data, but an application with fields that exceed the character limits cannot be submitted until that is corrected.

## Save/Submit LOI Screen

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3,000 characters left of 3,000


Describe the geography that will be served by the grant (cities, counties, regions, etc.)

Also confirm the location(s) where the applicant and any partners have an office of other physical presence.

3,000 characters left of 3,000

Save LOI

Submit LOI



28

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At the bottom of the application are the “save” and “submit” buttons. The save button allows you to save any changes that you have made to the LOI. Changes are not saved to an application unless the “save” button is used. Once you are finished with the LOI, be sure to hit submit.

## Tips for Completing the LOI

- Do not wait until the last minute to begin the online submission process. There will be limited ability to provide technical support on February 13.
- 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.

29



Here are some tips for successfully completing the letter of intent process.

Do not wait until the last minute to begin the online submission process. There will be limited ability to provide technical support on February 13.

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.

## Critical Dates for LOI Process

Activity	Date
Request for letters of intent released	January 22
LOI applicant webinar	Today, January 29
Deadline for submitting questions on the LOI	February 4, 3 p.m. Central time
MNsure will post responses to questions	By February 7
<b>All letters of intent due – no exceptions</b>	<b>February 13, 1 p.m. Central time</b>

All questions regarding the LOI process (including technical issues), must be submitted to [navigatorgiants@mnsure.org](mailto:navigatorgiants@mnsure.org).



30

We want to reiterate some critical dates in the process.

The next critical date is for submitting questions regarding the letter of intent process by February 4, at 3 p.m. Please make sure to get your questions in by that deadline. We will post answers to questions on the Assister Funding Opportunities webpage on or before February 7.

There are no exceptions on the deadline for letters of intent. You must have submitted them using the online submission process by February 13 at 1 p.m. Please do not wait until the last day to start the application process. We will have limited ability to respond to technical issues that arise that day.

All questions regarding the LOI process (including technical issues), must be submitted to [navigatorgiants@mnsure.org](mailto:navigatorgiants@mnsure.org).

## Forthcoming Request for Proposals

- This request for letters of intent proceeds the forthcoming FY2021 Navigator Outreach and Enrollment Grant Request for Proposals (RFP).
- We anticipate that the RFP will launch in early March 2020.
- All eligible applicants who submit a letter of intent will be invited to respond to the RFP. MNsure reserves the right to invite additional applicants if geographic or population gaps are identified through the letter of intent process.

31



This Request for Letters of Intent proceeds the forthcoming FY2021 Navigator Outreach and Enrollment Grant Request for Proposals (or RFP).

We anticipate that the RFP will launch in early March 2020.

As a reminder, all eligible applicants who submit a letter of intent will be invited to respond to the RFP. MNsure reserves the right to invite additional applicants if geographic or population gaps are identified through the letter of intent process.



## Wrapping Up

- More information available on the [Assister Funding Opportunities](http://www.mnsure.org/about-us/assister-program/funding-opportunities/index.jsp) webpage (www.mnsure.org/about-us/assister-program/funding-opportunities/index.jsp)
- 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.
- Please send any additional questions to [navigatorgiants@mnsure.org](mailto:navigatorgiants@mnsure.org) by February 4, at 3 p.m. Central time.
- Responses to all questions will be posted on the [Assister Funding Opportunities](http://www.mnsure.org/about-us/assister-program/funding-opportunities/index.jsp) webpage by February 7.

32



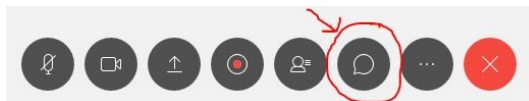
A few more reminders before we begin to answer the questions that have been submitted.

All information regarding the LOI and RFP will be posted on the Assister Funding Opportunities webpage on mnsure.org.

We will not be held responsible for oral responses made during the webinar. We will write up all responses and post them to the Assister Funding Opportunities webpage by February 7. Please make sure to send all your questions to [navigatorgiants@mnsure.org](mailto:navigatorgiants@mnsure.org) by February 4, at 3 p.m.

## Questions & Answers

- All questions must be submitted using the chat feature.



- If you are unable to use the chat feature, you can also submit your question by email to [navigatorgrants@mnsure.org](mailto:navigatorgrants@mnsure.org).

33



We will now take your questions.

Please submit questions using the chat feature.

If you were not able to access the webinar or are having difficulties using the chat feature, you can submit your questions to [navigatorgrants@mnsure.org](mailto:navigatorgrants@mnsure.org). We may not get to all questions during this webinar, but all questions will be answered in a written Q and A document and posted to the Assister Funding Opportunities webpage by February 9.