



## FY 2021 Navigator Outreach and Enrollment Grants

March 5, 2020

The webinar will begin at 11 a.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: 965 234 678

MNsurance'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@MNsurance.org](mailto:AEO@MNsurance.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 webinar today is to provide more information about the Request for Proposals for the Navigator Outreach and Enrollment grant program and how to submit your application.

## 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 March 24, 2020.

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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](https://www.mnsure.org/about-us/assister-program/funding-opportunities) 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 it.

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 March 24, 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.

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The goal of MNSure's Consumer Assistance Program is to ensure all Minnesotans are connected to affordable and comprehensive health insurance coverage.

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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 request for proposals for the grant program that was released on Monday, March 2.

## 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 looks to diversify Minnesota's navigator network by investing in new or developing agencies.

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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 looks 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.

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This RFP 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.

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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.

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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.

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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.

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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.

## RFP Timeline

- **March 2:** RFP released
- **March 5:** Applicant webinar
- **March 17:** All questions regarding the RFP due to [navigatorgrants@mnsure.org](mailto:navigatorgrants@mnsure.org) by 3 p.m. Central time
- **March 24:** Answers to questions posted on or before this date
- **April 2:** RFP responses due by 1 p.m. Central time

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

- Mnsure released the request for proposals on March 2.
- We are hosting the applicant webinar today, March 5.
- All questions regarding the RFP are due by 3 p.m. on March 17 to the [navigatorgrants@mnsure.org](mailto:navigatorgrants@mnsure.org) email box.
- Mnsure will post answers to all questions by March 24.
- RFP responses due by 1 p.m. Central time on April 2. Remember, proposals must be submitted through Foundant.

## Eligible Applicants

- Applicants must have submitted a letter of intent by February 13, 2020 in response to MNSure's request for letters of intent.
- Public, tribal, for-profit and nonprofit entities are eligible to respond to this RFP if they submitted a letter of intent. Individuals are not eligible to respond to this RFP.
- An applicant may submit a proposal for more than one funding area, but they can only receive grant funds from one grant under one funding area.

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To be eligible to respond to the RFP, an applicant must have submitted a letter of intent by February 13 in response to MNSure's request for letters of intent.

Public, tribal, for-profit and nonprofit entities are eligible to respond to this RFP if they submitted a letter of intent. Individuals are not eligible to respond to this RFP.

An applicant may submit a proposal for more than one funding area, but they can only receive grant funds from one grant under one funding area.

Please remember that this is a competitive process. Based on the response to the Request for Letters of Intent, the potential grant requests far exceeds the available funds.

## 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.
- Lead agencies must have the capacity to manage and support their grant partners (sub-grantees).

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The following is a list of potential grant structures:

- 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.

## Application Requirements

- Applicants must submit their proposal online through Foundant.
- Each funding area has a series of application sections which must be completed.
- 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. Other sections will not be scored but are still required.

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Applicants must submit their proposal online through Foundant.

Each funding area has a series of application sections which must be completed.

Applicants will be required to complete text fields in the online application and to upload documents. We will cover how to submit a proposal later in the webinar.

Applicant responses to some sections will be scored by a review committee. Other sections will not be scored but are still required.

## Application Sections

- Geographic and Population funding areas:
  - Statement of Focus
  - Connection to Community of Focus
  - Navigator Experience
  - Current Navigator Activities
  - Grant Objectives and Strategies
  - Budget and Financial Management
  - Training/Mentorship
  - Letters of Support (if applicable)
  - Required Statements
- Detailed requirements are on pages 12 – 20 of the [Request for Proposals](#)

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We will now briefly explain the sections of the applications

For the geographic and population funding areas, applicants are required to complete the following sections:

- A statement of focus is where applicants must describe the specific geographic area or specific populations that will be served by the grant, including explaining the barriers to health insurance coverage experienced by the population. This section is not scored, but provides information relevant to evaluating the proposal's objectives and strategies.
- In the next section of the application, connection to community of focus, the applicant must describe their connections to the geographic area or populations being served by the grant. Applicants' responses to this section will be scored.
- Applicants will also be scored on their navigator experience. This includes the applicant's history partnering with MNSure as a consumer assistance partner – either as a navigator or a certified application counselor – as well as their level of activity helping consumers and the experience of their current certified staff. In addition to the information provided by the applicant, the review committee may consider data provided by MNSure on an agency's history as a consumer assistance partner.
- The applicant must also provide information on their current navigator activities. Applicants are expected to have established case management

processes and proven outreach techniques to fulfill the goals of the grant program. This section will be scored.

- The applicant must submit a proposed work plan using the Excel template provided on the Assister Funding Opportunities webpage. Using the correct template, the applicant will need to outline the objectives of the grant proposal and the strategies that will be used to achieve those objectives. There is no narrative for this section of the application. The Excel work plan must contain clear objectives and detailed strategies that convey how the proposal will meet the goals of the funding area. The work plan will be scored by the review committee.
- The final scored section of the application is budget and financial management. The applicant will be asked to respond to questions regarding the use of per enrollee payments and financial management practices. The applicant will also be required to submit a summary and detailed budget, which will cover later in this presentation.
- There are three other unscored sections that we'll also cover a little later in this presentation.

This is a brief overview. For a detailed description of what is required in these application sections for the capacity building funding areas, please carefully review pages 12 through 20 of the RFP.



## Application Sections (continued)

- Capacity Building funding area:
  - Justification of Community Need
  - Connection to Community of Focus
  - Relevant Experience and Activities
  - Grant Objectives and Strategies
  - Budget and Financial Management
  - Training/Mentorship
  - Letters of Support (if applicable)
  - Required Statements
- Detailed requirements are on pages 21 – 28 of the [Request for Proposals](#)

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For the capacity building funding area, applicants are required to complete the following sections:

- Justification of community need is where applicants must describe the specific geographic area or specific populations that will be served by the grant, including explaining the barriers to health insurance coverage experienced by the population. The proposal must also explain why there is need for additional navigator capacity to serve this community. This section will be scored by the review committee.
- In the next section of the application, connection to community of focus, the applicant will be scored on their connections to the geographic area or populations being served by the grant.
- Applicants will also be scored on whether they have relevant experience. For capacity building grants, applicants are **not** required to have prior experience providing MNSure application and enrollment assistance. If the applicant does have navigator experience, that can be included. However, other types of experience providing services and/or doing outreach to the community of focus will be considered relevant when evaluating proposals.
- The applicant must submit a proposed work plan using the Excel template provided on the Assister Funding Opportunities webpage. Using the designated template, the applicant will need to outline the objectives of the grant proposal and the strategies that will be used to achieve those objectives.

There is no narrative for this section of the application. The Excel work plan must contain clear objectives and detailed strategies that convey how the proposal will meet the goals of the funding area. The work plan will be scored by the review committee.

- The final scored section of the application is budget and financial management. The applicant will be asked to respond to questions regarding the use of per enrollee payments and financial management practices. The applicant will also be required to submit a summary and detailed budget, which will cover later in this presentation.
- There are three other unscored sections that we'll cover in a moment.

This is a brief overview. For a detailed description of what is required in these application sections for the capacity building funding areas, please carefully review pages 21 through 28 of the RFP.

## Work Plan Templates

- The required templates are available on [Assister Funding Opportunities](#) under “Request for Proposals and Required Documents.”
  - [Work Plan Template: Capacity Building Funding Area \(Excel\)](#)
  - [Work Plan Template: Geographic Funding Area \(Excel\)](#)
  - [Work Plan Template: Population Funding Area \(Excel\)](#)
- Each funding area has some specific objectives already filled in as specified in the RFP. Applicants can insert additional objectives as needed. Objectives should be measurable and specific.
- Applicants must also include specific strategies for how the grant will achieve the objectives. The strategies should include information on the timing, locations, target populations, staff roles and how progress will be tracked.

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First, we will take a closer look at completing the workplan for the grant objectives and strategies section of the application.

The required templates are available on [Assister Funding Opportunities](#) under “Request for Proposals and Required Documents”

Each funding area has some specific objectives already filled in as specified in the RFP. Applicants can insert additional objectives as needed. Objectives should be measurable and specific.

Applicants must also include specific strategies for how the grant will achieve the objectives. The strategies should include information on the timing, locations, target populations, staff roles and how progress will be tracked.

Please review the work plan template now. Any questions about how to complete the template should be submitted to [navigatorgiants@mnsure.org](mailto:navigatorgiants@mnsure.org) by 3 p.m. on March 17. After that date, we will only be able to assist with technical issues.

## Budget Templates

- The required templates are available on [Assister Funding Opportunities](#) under “Request for Proposals and Required Documents”
  - [Attachment F: Trade Secret/Confidential Data Notice](#)
  - [Budget Form B1: Summary Budget \(Excel\)](#)
  - [Budget Form B2: Detailed Budget \(Excel\)](#)
  - [Minimum Grants Cost Contract Template \(PDF\)](#)
- All funding areas use the same templates. Applicants are required to submit both a summary budget and a detailed budget.

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Applicants are also required to submit a summary budget and a detailed budget for the lead agency, as well as detailed budgets for each paid grant partner identified in the proposal. There is an Excel template for both the summary budget and the detailed budget on the Assister Funding Opportunities webpage.

All funding areas use the same summary budget and detailed budget template.

## Detailed Budget Template

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8 You can insert additional rows in each of the following sections if you have more names or items to include. Check your document in print preview to make sure all the text written in the budget justification is visible. If it is not, please insert rows within the text box to add your justification.

9 **1. Direct Personnel Costs Budget Detail**

10 Name	11 Role on Project	12 % Time on Project	13 Base Salary*	14 Salary Requested*	15 Fringe Benefits	16 Cost
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						

Subtotal for Personnel Costs \$ -

18 \*MNsure assumes that navigator per enrollee payments for work performed by a certified navigator will cover a portion of the individual's salary. That difference should be reflected in the "Base Salary" vs "Salary Requested" fields. If the agency's personnel costs do not show the use of per enrollee payments, please include an explanation in the "Budget Justification" field.

19 **Budget Justification:**  
(insert your narrative text here)

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32 **2. Direct Consultant & Contractor Costs Budget Detail**

33 Name	34 Organizational Affiliation	Expected Hours	Fees	Travel	Other	Cost
B2 - Lead						
B2 - Paid Partner 1						
B2 - Paid Partner 2						

Ready

Follow the instructions to show how navigator per enrollee payments will fund navigator work.

Don't forget to include a budget justification for the expenses.

Include a detailed budget for each paid partner. You can copy the worksheet if you need to add more paid partners.

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Here is a screen shot of the detailed budget template looks like.

MNsured assumes that navigator per enrollee payments for work performed by a certified navigator will cover a portion of the individual's salary. That difference should be reflected in the Base Salary vs Salary Requested columns. If the agency's personnel costs do not show the use of per enrollee payments, be sure to include an explanation in the Budget Justification field.

Don't forget to include a budget justification for each budget area.

There is a tab for a detailed budget for the lead agency, as well as any paid partners. A detailed budget must be submitted for each paid partner. You can copy the worksheet if you need to add more paid partners.

## All Funding Areas: Training/Mentorship

- MNsire may seek to partner geographic/population grantees with capacity building grantees to provide training and/or mentorship support.
- All applicants are asked to indicate their interest in participating in such a partnership.
- Applicants should **not** include any specific objectives, strategies or funding in their grant proposal related to this work. If a potential match is identified during Stage 3 of the RFP process, MNsire will negotiate this element of the work plan and budget with the selected grantees.

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Finally, we'll review the remaining unscored sections of the application.

MNsire may seek to partner geographic/population grantees with capacity building grantees to provide training and/or mentorship support.

All applicants are asked to indicate their interest in participating in such a partnership.

Applicants should **not** include any specific objectives, strategies or funding in their grant proposal related to this work. If a potential match is identified during Stage 3 of the RFP process, MNsire will negotiate this element of the work plan and budget with the selected grantees.

## All Funding Areas: 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
  - Provide a brief summary of the paid partner's support and role in achieve 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.

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

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

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

Letters are not scored. However, a proposal that has paid partners and does not include letters of support may be considered incomplete.

## All Funding Areas: 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
- The attachments are available on the [Assister Funding Opportunities](#) webpage under “Request for Proposals and Required Documents”

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Applicants must fill out, sign 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 [insert link]

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

Attachments are not scored. However, a proposal that is missing attachments may be considered incomplete.



## Evaluation and Selection

- Stage 1: Evaluation based on completeness, compliance and eligibility
- Stage 2: A review committee will rate the merits of each proposal using a 100 point scale
- Stage 3: Financial review and contract negotiation

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After the April 2 submission deadline, MNsure will begin the evaluation and selection process.

The first stage is evaluation based on completeness, compliance and eligibility. Following the submission of a proposal, MNsure will review each application to determine whether all required elements have been submitted and the proposal meets MNsure's eligibility requirements. Applications that are deemed non-responsive will not be forwarded to the next stage.

The second stage is where a review committee consisting of MNsure staff and external members will review the merits of each proposal. Reviewers will consider the proposals responsiveness to the RFP's required elements and ability of the proposal to help MNsure meet the goals of the grant program. The review committee may consider data provided by MNsure on an agency's past performance including certified staff, application and enrollment statistics, and per enrollee payment history.

The final stage is financial review and contract negotiation. Applicants selected to move on to Stage 3 will be asked to submit evidence of the organization's financial management capabilities. MNsure also reserves the right during this stage to negotiate on specific areas of the application and to request additional information. Final award decisions will be made following this step. MNsure's intent is for grant contracts to begin July 1, 2020.

## Competitive Proposals

- 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)

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As applicants are completing proposals, please consider that 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)

## Online Proposal Submission Process

- Proposals must be submitted online application through Foundant using the same account used to submit the Letter of Intent.
- 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.

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Proposals will need to be submitted online through Foundant using the same account you used to submit the Letter of Intent.

To start the process, click on [MNsured's grant application system](#) under "How to Apply" on the Assister Funding Opportunities webpage.

That will take you to the Foundant site where you can begin your application.

# Foundant Account Login



Where you choose health coverage

Logon Page

Email Address\*


Password\*

[Forgot your Password?](#)

or

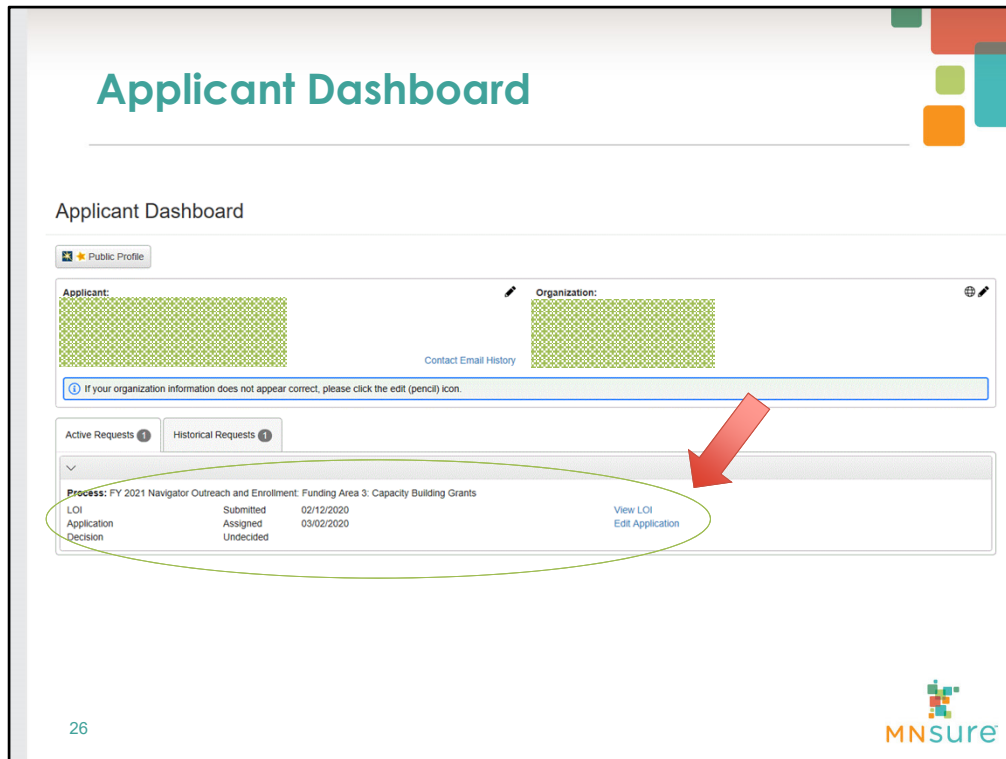
Use same account  
used to submit your  
letter of intent

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After clicking on the application link, applicants will arrive on a MNsure-branded webpage. Applicants should use their current user name and password.

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



After logging into your account, you will be taken to your dashboard. It will show you an active application based on what letter of intent you submitted.

## Applicant Dashboard (continued)

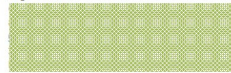
### Applicant Dashboard

Public Profile

Applicant:



Organization:



Contact Email History

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

Active Requests 2

Historical Requests 0



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

LOI	Submitted	02/03/2020
Application	Assigned	03/02/2020
Decision	Undecided	

[View LOI](#)  
[Edit Application](#)



Process: FY 2021 Navigator Outreach and Enrollment: Funding Area 3: Capacity Building Grants

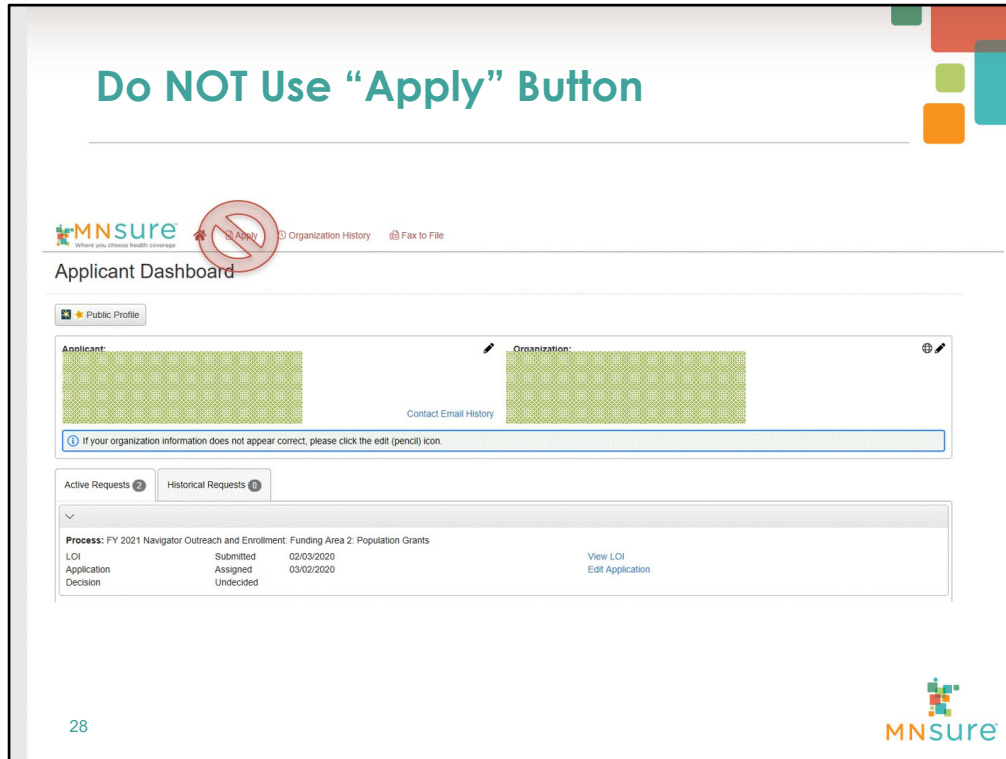
LOI	Submitted	02/03/2020
Application	Assigned	03/02/2020
Decision	Undecided	

[View LOI](#)  
[Edit Application](#)

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If you submitted a letter of intent for more than one funding area, you will have the option of completing more than one application. Applicants can submit a proposal for more than one funding area, but can only receive grant funds from one grant under one funding area.



It seems counter-intuitive, but clicking the “apply” button on your dashboard will NOT take you to the next step in submitting your grant proposal. The “apply” button is used to start a new application, not continue work on an existing application. Clicking on the “Apply” button will take you back to the first step in the process, which is submitting a letter of intent.

## Click on “Edit Application”

The screenshot shows the MNSure Applicant Dashboard. At the top, there's a navigation bar with the MNSure logo and links for 'Apply', 'Organization History', and 'Fax to File'. Below this is the 'Applicant Dashboard' section. It includes a 'Public Profile' tab, fields for 'Applicant' and 'Organization' (both redacted with green boxes), and a 'Contact Email History' link. A message states: 'If your organization information does not appear correct, please click the edit (pencil) icon.' Below this are tabs for 'Active Requests' and 'Historical Requests'. The 'Active Requests' tab is selected, showing a table with the following data:

Process: FY 2021 Navigator Outreach and Enrollment: Funding Area 2: Population Grants		
LOI	Submitted	02/03/2020
Application	Assigned	03/02/2020
Decision	Undecided	

At the bottom of the table, there are two buttons: 'View LOI' and 'Edit Application'. The 'Edit Application' button is circled in green, and a green arrow points to it from the right.

To start your proposal application, click on “Edit Application” on the applicant dashboard.

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To start your proposal application, click on the “edit application” button on your applicant dashboard.



## 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

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MNSure

The application is a single continuous web-based form with various fields that the applicant will fill out to complete the application. Fields marked with an asterisk are required, even if the answer is “Not applicable” or “0.”

## Application (continued)

1,500 characters left of 1,500

- > Connection to Community of Focus (15 points)
- > Navigator Experience (15 points)
- > Current Navigator Activities (20 points)
- > Grant Objectives and Strategies (35 points)
- > Budget and Financial Management (15 points)
- > Training/Mentorship (Not scored)
- > Letters of Support, if applicable (Not scored)

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.

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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 and that section will expand so you can view and respond to the questions.

## 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, TKTTKTAREKAR'L GK  
 A;LENNARGL AGRKQGRRLA RFGLKAGM/VAMFLKMT AFGNERGJLNAD;FLNALWENF AKLMWEFAG;AFL N  
 AGN;AKFJINARKEJGNA;JKLRNGA RGAN AGANGA;ALJRGNA;RGJNA;RJGNAA 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]



The most common fields 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 automatically updates as the applicant enters text in the box. Spaces count as characters, but hard returns do not count against your character limit.

If the number of characters exceeds the character limit, an error message appears. The applicant will be able to save that data, but you cannot submit an application with fields that exceed the character limits. You will have to fix that before your application can be submitted.

## 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

#

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There are also several data fields, where the application asks for specific numbers. These fields are marked with a “#.” These fields can only be filled with integers. Do not spell out numbers. For example, use “1-0-0” instead of “one hundred.”

## Document Uploads

### ▼ Grant Objectives and Strategies (35 points)

#### Work Plan\*

Applicants are required to submit a work plan using the Excel file "Work Plan Template: Capacity Building Funding Area" available at [us/assister-program/funding-opportunities/index.jsp](#). Applicants must upload their work plan as a single Excel file through the online application.

There is no narrative for this section of the proposal. The Excel work plan must contain clear objectives and detailed strategies to address the requirements for the geographic funding area outlined on pages 23 to 25 of the RFP published on the [Assister Funding Opportunities](#) webpage.

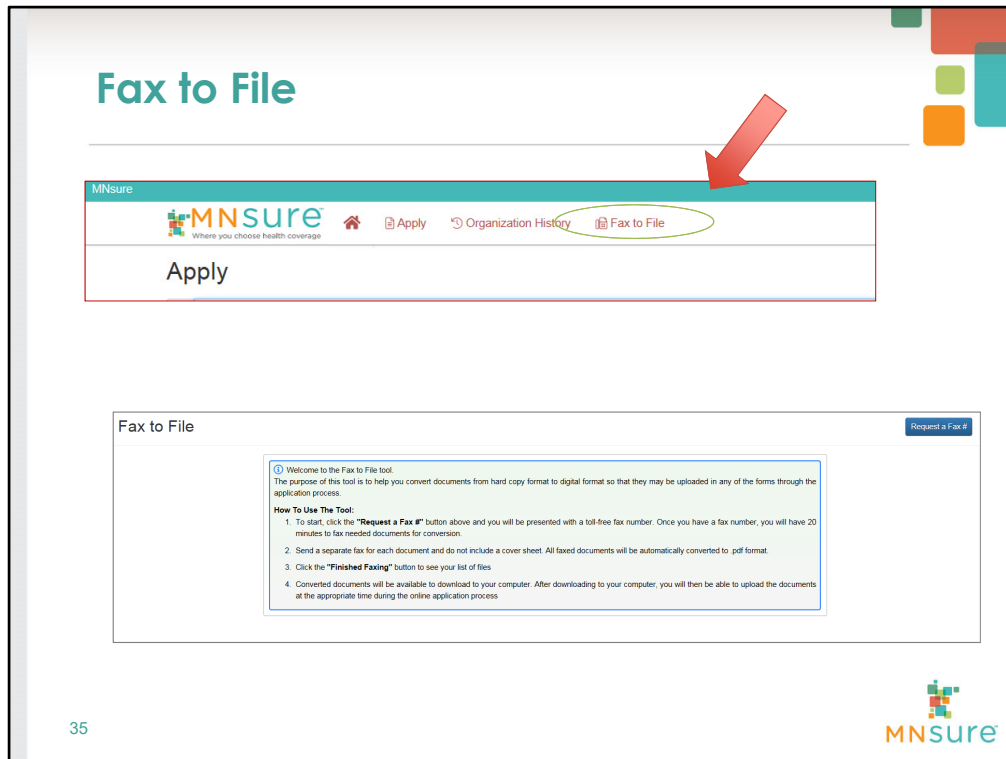
[Upload a file](#) [10 MiB allowed]

Most of the required documents have templates, which can be found on the [MNsured Assister Funding Opportunities](#) webpage.

There are document uploads for some sections of the application. These sections require you to upload a work plan, budgets and required statements as part of your application.

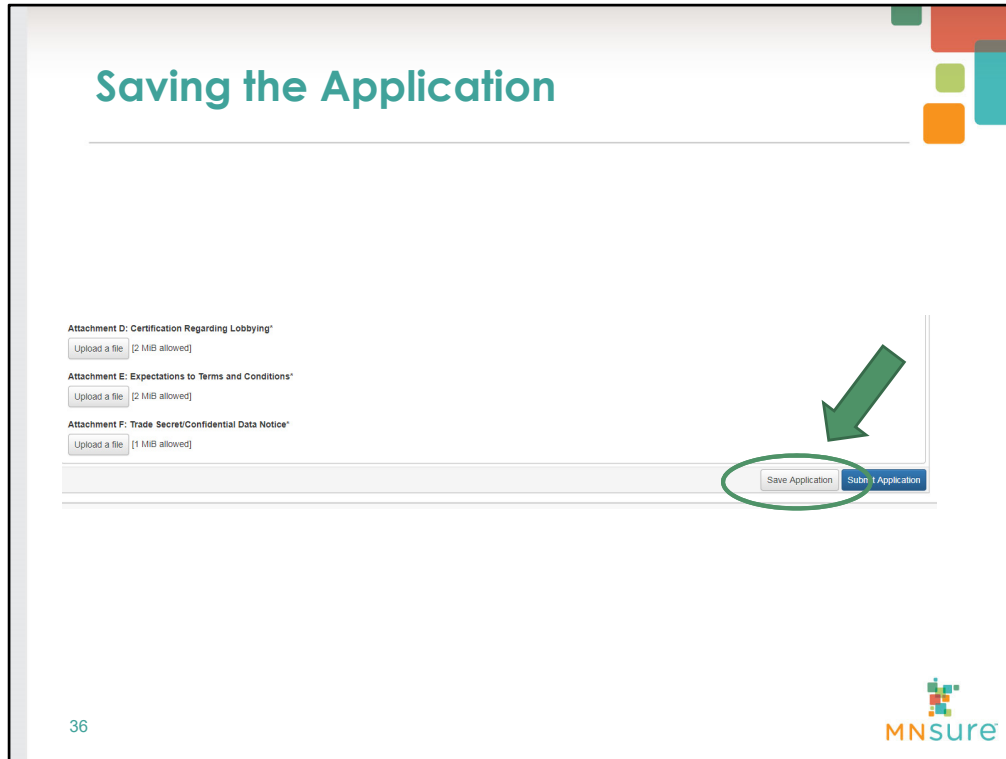
When you click the "upload a file" button, a window will appear that will let you upload a document from your computer. Each document upload has a file size limit; you will not be able to upload a file that exceeds that size limit.

Many of the documents required for this grant have templates, which can be found on the [MNsured Assister Funding Opportunities](#) webpage.



For applicants who are not able to scan or create electronic copies of documents, Foundant has a “Fax to File” feature, which allows applicants to create PDF documents for upload if they have a fax machine. This can be used to combine several separate documents into one large document. For example, this could be good way to combine letters of support into one single document. Click on the “Fax to File” button on the top of the page.

You will then be taken to an instruction page which will walk you through the process of uploading documents via fax.



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 an application. Changes are not saved to an application unless the “save” button is used.

## Editing an Application in Progress

### Applicant Dashboard

Public Profile

Applicant: [Redacted] Organization: [Redacted]

Contact Email History

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

Active Requests 2 Historical Requests 0

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

LOI	Submitted	02/03/2020	<a href="#">View LOI</a>
Application	Assigned	03/02/2020	<a href="#">Edit Application</a>
Decision	Undecided		

Process: FY 2021 Navigator Outreach and Enrollment: Funding Area 3: Capacity Building Grants

LOI	Submitted	02/03/2020	<a href="#">View LOI</a>
Application	Assigned	03/02/2020	<a href="#">Edit Application</a>
Decision	Undecided		

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MNSure

Once you have saved your progress on an application, you can resume the work on your application by clicking on “edit application” link on your dashboard.



## Sharing Application Information

The screenshot displays the MNSure web application interface. At the top, the MNSure logo is visible, along with navigation links for 'Apply', 'Organization History', and 'Fax to File'. A user profile 'ARIF BA' is shown in the top right corner. Below the navigation bar, a message states: 'If your organization information does not appear correct, please click the edit (pencil) icon.' The main content area is titled 'Application' and includes a section for 'Applicant Information'. This section contains three required fields: 'Lead Agency Contract Representative\*', 'Lead Agency Contract Representative Email\*', and 'Lead Agency Contract Representative Phone\*'. A checkbox labeled 'Same as main contact?' is also present. At the top right of the application form, two buttons are circled in green: 'Application Packet' and 'Question List'. A red arrow points from the bottom right towards these buttons. The MNSure logo is also present in the bottom right corner of the page.

Foundant only allows one user to fill out an application. However, you can share the questions or the completed work on application by using the “application packet” or the “question list” buttons at the top of an application page. The “application packet” button creates a PDF of the application questions and the fields that you have filled in. The “question list” button creates a PDF of just the application questions.

## Submitting the Application

Attachment D: Certification Regarding Lobbying\*

Upload a file | [2 MiB allowed]

Attachment E: Expectations to Terms and Conditions\*

Upload a file | [2 MiB allowed]

Attachment F: Trade Secret/Confidential Data Notice\*

Upload a file | [1 MiB allowed]

Save Application Submit Application

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MNSure

When you are finished with the application, scroll down to the bottom and hit the “submit” button. You will receive a confirmation email at the applicant’s address once the application has been successfully submitted. You must hit the submit button in order for MNSure to process your application. Applications with saved information that are not submitted before the application deadline will not be considered.

If you accidentally hit the “submit” button before your application is finished, please send an email to the [navigatorgiants@mnsure.org](mailto:navigatorgiants@mnsure.org) and we will be able to reopen your application for editing.

## Submitting an Application

The screenshot shows a web form for submitting an application. It contains two attachment upload sections and a summary of errors.

**Attachment E Expectations to Terms and Conditions\***  
Upload a file [2 MiB allowed]  
**Error: Attachment E Expectations to Terms and Conditions is required.**

**Attachment F Trade Secret/Confidential Data Notice\***  
Upload a file [1 MiB allowed]  
**Error: Attachment F Trade Secret/Confidential Data Notice is required.**

**Error: These fields are missing values or have invalid values:**

- Lead Agency Contract Representative is required.
- Lead Agency Contract Representative Email is required.
- Lead Agency Contract Representative Phone is required.
- Same as main contract? is required.
- Lead Agency Organization Type is required.
- Are you a current MNSure grantee? is required.
- Total amount requested is required.

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Please be aware that the site will not allow you to submit an application if any of the required fields are empty.

## Tips for Completing the Application

- **Do not wait until the last minute to begin the online submission process.** There will be limited ability to provide technical support on April 2.
- 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.

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Here are some tips for successfully completing the application.

Do not wait until the last minute to begin the online submission process. There will be limited ability to provide technical support on April 2.

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 RFP Process

Activity	Date
Request for Proposals released	March 2
Applicant webinar	Today, March 5
Deadline for submitting questions on the RFP	March 17, 3 p.m. Central time
MNsure will post responses to questions	By March 24
<b>All proposals due – no exceptions</b>	<b>April 2, 1 p.m. Central time</b>

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

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We want to reiterate some critical dates in the process.

The next critical date is for submitting questions regarding the RFP by March 17 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 March 24.

You must submit your proposal using the online submission process by April 2 at 1 p.m. There are no exceptions on the deadline for submitting your proposal.

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 RFP process (including technical issues), must be submitted to [navigatorgrants@mnsure.org](mailto:navigatorgrants@mnsure.org).

## 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 [navigatorgrants@mnsure.org](mailto:navigatorgrants@mnsure.org) by March 17, 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) web page by March 24.

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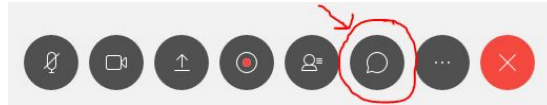
A few more reminders before we begin to answer the questions that have been submitted.

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 March 24. Please make sure to send all your questions to navigatorgrants@mnsure.org by 3 p.m. on March 17.

## 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).

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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 March 24.