



Second Applicant Webinar: FY 2021 Navigator Outreach and Enrollment Grants

May 7, 2020

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

How Today's Webinar Will Work

Online Content

If you have trouble accessing the online content, the [slides are available for download](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>

Q & A

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



Follow Up

This session is not being recorded, but written responses to all questions will be posted on the Assister Funding Opportunities webpage on or before May 18, 2020.

Navigator Grant Program Strategic Vision

- There are no changes to MNSure's funding areas for the FY 2021 grant program.
 - Geographic: focus on building statewide access to enrollment assistance and sustain 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 capacity of new or existing organizations with the potential to serve geographic areas or populations where there is a demonstrated need for navigator assistance.

Overview of Changes to the RFP

- Topics covered in this webinar:
 - Changes in the RFP timeline
 - New grant period, funding amounts
 - New budget templates
 - New questions added to the application
 - New work plan templates
 - Additional information

Updated RFP Timeline

- **May 4:** Updated RFP released
- **May 7:** Second applicant webinar
- **May 13:** All questions regarding the RFP due to navigatorgiants@mnsure.org by 3 p.m. Central time
- **May 18:** Answers to questions posted on or before this date
- **May 21:** RFP responses due by 1 p.m. Central time

New Grant Period

- FY 2021 grants will start September 1, 2020, and end on June 30, 2021.
- MNsure will be extending FY 2020 navigator grants for two months to cover the July 1 through August 31 period of time.
- To be eligible to submit a proposal, applicants must have submitted a letter of intent by February 13, 2020, in response to MNsure's request for letters of intent.

Available Funding: Estimated \$3.4 Million

Funding Area	Amount
Geographic <i>Funding Area 1</i>	Individual awards not anticipated to exceed \$425,000
Population <i>Funding Area 2</i>	Individual awards not anticipated to exceed \$210,000
Capacity Building <i>Funding Area 3</i>	Individual awards not anticipated to exceed \$50,000

Grants in all areas are 10-month grants with an option to extend an additional year at MNsure's sole discretion, and subject to the grantee's willingness to continue.

Budget Templates



- The updated required templates are available on [Assister Funding Opportunities](#) under “Request for Proposals and Required Documents”
- [Budget Form B1: Summary Budget \(Excel\) - updated 5/4/2020](#)
- [Budget Form B2: Detailed Budget \(Excel\) - updated 5/4/2020](#)
- Applicants are required to submit both a summary budget and a detailed budget for the 10-month grant period using the updated templates
- All funding areas use the same templates

Updated Detailed Budget Template

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.

1. Direct Personnel Costs Budget Detail						
Name	Role on Project	% Time on Project	Base Salary (10 months)*	Salary Requested (10 months)*	Fringe Benefits	Cost
Follow instructions to show how navigator per enrollee payments will fund navigator work.				Calculate salary and other expenses for 10 months of grant work.		
Subtotal	Personnel Costs					\$ -
<p><i>*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.</i></p>						
<p>Budget Justification: [insert your narrative text here]</p> <p>Don't forget to include a budget justification for the expenses.</p>						
2. Direct Consultant & Contractor Costs Budget Detail						
Name	Organizational Affiliation	Expected Hours	Fees	Travel	Other	Cost

New Application Questions

- For Geographic and Population grants: New required question in the “Current Navigator Activities” section of the application.
 - “Also describe how the COVID-19 situation has impacted agency navigator activities, including how the lead agency (and each paid partner) have modified business practices to continue assisting consumer during the COVID-19 pandemic.”

▼ Current Navigator Activities (20 points)

Applicants for the geographic funding area are expected to have established application and case management processes and proven outreach strategies to fulfill the goals of the grant program.

Describe how the lead agency (and each paid partner) currently supports consumers in all aspects of the application and enrollment process, including case management work such as responding to notices, reporting changes and completing renewals.

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

New Application Questions (continued)

- For Capacity Building grants: New required question in the “Relevant Experience and Activities” section of the application.
 - “Also describe whether the COVID-19 situation has impacted agency activities and how the lead agency (and each paid partner) have modified business practices to continue providing services during the COVID-19 pandemic.”

Describe other relevant experience the lead agency (and each paid partner) has in providing services to the community of focus. Please describe any current processes, such as intake practices, data privacy and security procedures and case management services.

NEW: Also describe whether the COVID-19 situation has impacted agency activities and how the lead agency (and each paid partner) have modified business practices to continue providing services during the COVID-19 pandemic.

New Work Plan Objectives



- For Geographic and Population grants: Updated work plan Excel template includes a new worksheet called “Assistance Method” with three new required objectives:
 - When applicable, provide in-person assistance that meets any current guidelines from the CDC and Minnesota Department of Health (MDH) related to worker and consumer exposure to COVID-19.
 - Provide over-the-phone assistance when consumers are unable to meet in person.
 - During the grant period, be prepared to transition to providing over-the-phone/remote and online assistance only when required to be in compliance with federal and/or state executive orders and/or public health directives.

Modified Work Plan Objectives



- For Capacity Building grants: Updated work plan Excel template where the objective related to “Appointments” has been modified to read:
 - Objective(s) related to providing in-person assistance that meets any current guidelines from the CDC and Minnesota Department of Health (MDH) related to worker and customer exposure to COVID-19, as well as provide secure over-the-phone/remote and online assistance for consumers unable to meet in person.

Work Plan Templates

- The updated required templates are available on [Assister Funding Opportunities](#) under “Request for Proposals and Required Documents.”
 - [Mnasure Sample Grant Contract Template \(PDF\) - updated 5/4/2020](#)
 - [Work Plan Template: Capacity Building Funding Area \(Excel\) - updated 5/4/2020](#)
 - [Work Plan Template: Geographic Funding Area \(Excel\) - updated 5/4/2020](#)
 - [Work Plan Template: Population Funding Area \(Excel\) - updated 5/4/2020](#)
- Be sure you submit the updated work plan template with your application.

Application Sections – Overview of Changes

- Geographic and Population funding areas:
 - Statement of Focus – no changes
 - Connection to Community of Focus – no changes
 - Navigator Experience - no changes
 - Current Navigator Activities – one new question
 - Grant Objectives and Strategies – updated work plan template with new objectives/strategies required regarding assistance method
 - Budget and Financial Management – now a 10-month budget and updated templates for summary and detailed budgets
 - Training/Mentorship – no changes
 - Letters of Support (if applicable) – no changes
 - Required Statements – no changes

Application Sections – Overview of Changes (continued)

- Capacity Building funding area:
 - Justification of Community Need – no changes
 - Connection to Community of Focus – no changes
 - Relevant Experience and Activities – one new question
 - Grant Objectives and Strategies – new templates with one objective changes
 - Budget and Financial Management – now a 10-month budget and new budget templates
 - Training/Mentorship – no changes
 - Letters of Support (if applicable) – no changes

Application Requirements

- Applicants must submit their proposal online through Foundant.
- Each funding area has a series of application sections that must be completed.
- Applicants will be required to complete text fields in the online application and to upload documents. **Please be sure to use the updated templates.**
- Applicant responses to some sections will be scored by a review committee. Other sections will not be scored but are still required.

Additional Information



- Travel costs: MNsure does not plan to host an in-person grantee orientation or in-person Assister Assemblies
- Alec Smith Insulin Affordability Act
 - New insulin safety net program signed into law on April 15, 2020, which includes a new role for MNsure-certified navigators to assist individuals with applying for long-term access to insulin
 - Navigator organization participation in this new insulin safety net program is voluntary and is not a requirement for Navigator Outreach and Enrollment grantees
 - Funding for the navigator work under the new insulin safety net program is separate from the funding available to navigators from grants contemplated under this RFP

Tips for Completing the Application



- If you have questions about how to submit the application online, please reference the presentation from the first application webinar.
- If you submitted your application prior to the original deadline, your application has been changed back to a draft status so you can update it to meet current requirements.
- Be SURE you answer the new application question and use the updated work plan and budget templates.
- **Do not wait until the last minute to begin the online submission process.** There will be limited ability to provide technical support on May 21.

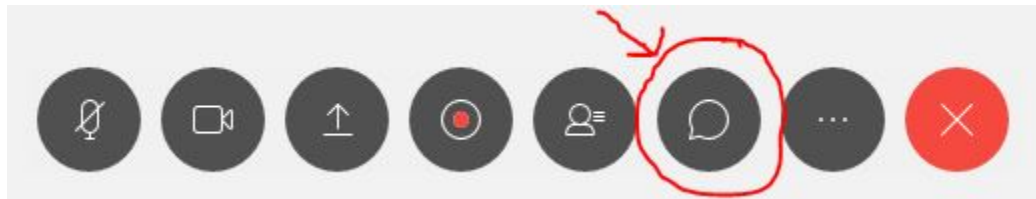
Wrapping Up



- 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 by May 13 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 May 18.

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.