



FY 2021 Navigator Outreach and Enrollment Grant Program Request for Proposals: Second Webinar Transcript

May 7, 2020

Slide 1:

Thank you for joining our second 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 highlight changes to the RFP, grant timeline and the application.

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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.

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 navigatorgiants@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 May 18, 2020.

If we aren't able to answer your question today, please know that we will answer it in the written responses. All questions will be answered.

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Overall, there is no change to the grant program's strategic vision. The RFP continues to offer three funding areas:

- Geographic grants with a focus on building statewide access to enrollment assistance.

- Population grants to support navigator organizations that have identified populations that face barriers to enrolling in coverage and/or high levels of uninsurance.
- And capacity building grants to 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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However, there are a few important changes to other aspects of the grant program. The topics we'll be covering in the webinar today include:

- Changes in the RFP timeline
- The new grant period and funding amounts
- New budget templates
- New questions that have been added to the application
- New work plan templates
- Additional information

Slide 5:

Since MNSure suspended the RFP process for several weeks, the critical dates for the RFP process have changed. It is very important that you pay close attention to these dates.

The updated RFP was released on May 4 and we are holding a second applicant's webinar today, May 7.

The next critical date is that applicants must submit questions regarding the RFP by May 13 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 May 18.

You must submit your proposal using the online submission process by May 21 at 1 p.m. Central time. There are no exceptions to 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 navigatorgiants@mnsure.org.

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Due to the delay in the RFP process and the much later submission date, the FY 2021 grants are now expected to start September 1, 2020, and end on June 30, 2021. These will be 10-month grants instead of 12-month grants.

To ensure there is not an interruption in the statewide network of navigators, MNSure will be amending the contracts of current (FY 2020) navigators grants for two months to cover the July 1 through August 31 period of time.

Just a note that to be eligible to submit a proposal, as before, applicants must have submitted a letter of intent by February 13, 2020, in response to MNsured's request for letters of intent. We are not re-opening the letter of intent process.

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Since these will be 10-month grants, we now anticipate that approximately \$3.4 million will be available for FY 2021 grants. This is not a decrease in the funding allocated to the grant program, but reflects that some FY 2021 funds will be used for the two-month grant contract extensions for current FY 2020 grantees.

The available funding is divided between three funding areas, and anticipated awards are also impacted by the change to a 10-month grant period.

- For Funding Area 1, geographic grants, individual awards are not anticipated to exceed \$425,000.
- For Funding Area 2, population grants, individual awards are not anticipated to exceed \$210,000.
- And for Funding Area 3, capacity building grants, individual awards are not anticipated to exceed \$50,000.

Please note that there is an option to extend these grants an additional year at MNsured's sole discretion, and subject to the grantee's willingness to continue.

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As before, applicants are 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.

Please be sure that you use the updated Excel templates for both the summary budget and the detailed budget that are available on the Assister Funding Opportunities webpage. The budget should reflect a 10-month grant period.

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

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

Since you must now submit a budget for a 10-month period, it is important that you calculate salaries and other expenses as 10 months of costs, not 12 months.

Remember that 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.

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

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If you already began completing the application in March, the good news is the vast majority of the application is still the same. However, there are a few changes that it is very important you take note of.

First, there is a new application question for all grant areas.

For the Geographic and Population grants, in the “Current Navigator Activities” section of the application you are required to “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.”

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For the Capacity Building grants, in the “Relevant Experience and Activities” section of the application you are required to “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.”

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The application also has some changes to the work plan objectives to capture some of the uncertainties in what methods navigators can use to help consumers during the grant period.

For Geographic and Population grants, the updated work plan Excel template includes a new worksheet called “Assistance Method” with three new required objectives. These new objectives are:

1. 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. The RFP document includes a link to the MDH website with resources for developing a COVID-19 plan for employers.
2. Provide over-the-phone assistance when consumers are unable to meet in person. In the past, the navigator community has largely relied on an in-person assistance model for very good reasons. However, it is now important that agencies demonstrate that they have a clear plan for helping consumers remotely.
3. And, 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. To be clear, this objective is intended to capture how your agency would respond if Minnesota returned to the strict stay at home requirements that significantly restricted face to face contact.

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For the Capacity Building grant area, there is an updated work plan Excel template where one of the objectives has been modified. The objective related to obtaining a meeting space now calls for “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.”

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

Please review the work plan template now. Any questions about how to complete the template should be submitted to navigatorgrants@mnsure.org by 3 p.m. on May 13. After that date, we will only be able to assist with technical issues.

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To summarize, here is a quick overview of the sections of the application and where there are changes from the original application.

For the Geographic and Population funding areas:

- There are no changes to the statement of focus, connection to community of focus, or the navigator experience sections.
- In the current navigator activities section, there is one new required question.
- In the grant objectives and strategies section, there is an updated work plan template that includes a new worksheet that requires objectives and strategies around methods of providing assistance.
- For the budget and financial management section, applicants will now need to submit a 10-month budget using the updated summary and detailed budget templates.
- There are no changes to the training/mentorship and letters of support changes.
- All of the required statements are the same.

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For the Capacity Building funding area, applicants are required to complete the following sections:

- There are no changes to the justification of community need or connection to community of focus sections.
- In the relevant experience and activities section, there is one new required question.
- In the grant objectives and strategies section, there is an updated work plan template that modifies the objective around the method of providing assistance.
- For the budget and financial management section, applicants will now need to submit a 10-month budget using the updated summary and detailed budget templates.
- There are no changes to the training/mentorship and letters of support changes.

- All of the required statements are the same.

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There are also no changes to the 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.

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A couple other items we want to talk about.

First, when calculating travel costs, please be aware that given the uncertainty around when larger in-person gatherings will be possible and safe, MNSure is not planning to host an in-person grantee orientation or in-person Assister Assemblies this fall. We will be exploring other options for providing valuable training and networking prior to open enrollment.

And one item that was added to the background section of the RFP document was information regarding the Alec Smith Insulin Affordability Act.

This is a new insulin safety net program that was signed into law on April 15, 2020. The program includes a new role for MNSure-certified navigators to assist individuals with applying for long-term access to insulin.

Although we have included information about the program in the background of the RFP, please be aware that participation in this new insulin safety net program is voluntary and is not a requirement for Navigator Outreach and Enrollment grantees, although we hope grantees will choose to provide this assistance.

But we want to clarify that 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. More information on the insulin safety net program and how navigator organizations can participate will be coming out later this month.

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As we near the end of our presentation, just a few tips for successfully completing the application.

If you have questions about how to submit the application online, please reference the presentation from the first application webinar where we have slides that walk through each step of the online submission process.

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.

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We'll start answering your questions in a moment, but just a couple final thoughts.

All information regarding the request for proposal is posted on the Assister Funding Opportunities webpage on mnsure.org. If you have questions, we recommend you review the resources available there.

As we begin to take your questions, a reminder that we will not be held responsible for oral responses made during the webinar. We will write up all responses to all questions and post them to the Assister Funding Opportunities webpage not later than May 18. Please make sure to send all your questions to navigatorgrants@mnsure.org by 3 p.m. on May 13.

Slide 21

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.

If we are unable to answer your question during the webinar, remember that all questions will be answered in a written Q and A document and posted to the Assister Funding Opportunities webpage by May 18.