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The information provided in this presentation is intended to be a general summary of the 2015 FOA. We encourage readers to refer to the 2015 FOA for specific details and requirements. The 2015 FOA can be found on www.grants.gov by searching for CFDA number 93.332.

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- In addition to the duties described above, as part of the required duty to conduct public education activities, Navigators are expected to create opportunities for individuals to enroll, and to sponsor and participate in outreach activities within the Marketplace service areas identified in the application and award documents.
- Navigators will be required to assist any consumer seeking assistance, even if that consumer is not a member of the community(ies) or group(s) the applicant expects to target, as outlined in their funding proposal.
- There may be some instances where a Navigator does not have the immediate capacity to help an individual. In such cases, the Navigator should make every effort to provide assistance in a timely manner, but could also refer consumers seeking assistance to other Marketplace resources, such as the toll-free Marketplace call center, certified application counselors, or to another Navigator in the same Marketplace who might have better capacity to serve that individual more effectively.
- Consistent with 45 C.F.R. § 155.215(a)(1)(i), all applicants (individuals, entities and all members making up a consortium) should submit a brief statement (one or two short paragraphs) within the Project Narrative attesting that they are not ineligible entities, including an attestation that no staff members have any of the prohibited relationships with health insurance or stop loss insurance issuers that are outlined in the FOA. Furthermore, successful applicants will be required to provide a written plan to remain free of conflicts of interest and to disclose to CMS, as operator of the FFM or State Partnership Marketplace, certain non-disqualifying conflicts of interest as specified in 45 C.F.R. § 155.215(a)(1)(iv).
- Personnel in Navigator entities awarded cooperative agreements through this funding opportunity who plan to serve as Navigators must complete at least 20 hours of an HHS-developed training program and pass an exam to ensure appropriate understanding of relevant Marketplace-related information and become federally certified before beginning to assist consumers.
- Navigator entities awarded cooperative agreements must also comply with any state specific training and certification requirements, so long as such requirements do not prevent the application of the provisions of title I of the Affordable Care Act.

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- HHS will award up to \$67,000,000 to recipients in FFM and SPM service areas. The formula used to determine apportionment of funds takes into account that Navigators will be working with uninsured individuals, as well as consumers enrolled in Marketplace coverage. This formula is also intended to help HHS apportion funding to enable awardees to fulfill the full scope of responsibilities as Navigators in Marketplaces. Additional details can be found in Section II. Award Information 2. Award Amount of the 2015 FOA.
- Small entities and individuals proposing to serve smaller, hard-to-reach or underserved populations are encouraged to apply, particularly by partnering with other entities and/or individuals to form a consortium which serves a larger total portion of the population.
- The amount of funding awarded to a successful applicant within a FFM/State Partnership Marketplace service area for each 12-month budget period of the project period will be based on the scope and breadth of the activities being proposed and the size of the population being served during that time frame.
- If an applicant is proposing to serve in more than one FFM/SPM service area, the applicant should be prepared to revise their project scope and budget upon award if they are not funded to serve in all proposed Marketplace service areas and/or at the full amount requested.
 - Separate budgets should also be submitted for each service area applicant is proposing to serve

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- This change is designed to provide greater consistency for Navigator grantee organizations and their staff from year to year, reducing yearly start up time and providing for a more efficient use of grant funds.
- Funding allocations for this year can be found in Section II. 2, *Award Amount*
- In subsequent years, grantees will be able to revise their budgets, based on actual funding available to HHS, as part of their non-competing continuation applications which will be required from all grantees prior to the end of each budget period.

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- A non-competing continuation application is a financial assistance request (in the form of an application or performance/progress report) for a subsequent budget period within a previously approved project period for which a recipient does not have to compete with other applicants.
- Approval of this application will allow the grantee to continue implementing their project plan and to receive their next 12-month increment of funding.
- Non-competing continuation applications should be submitted no later than 90 days before the end of the current budget period (i.e., if the budget period will end on August 10, submit the non-competing continuation application by May 10). Exact due dates will be laid out in the terms and conditions that accompany each grantee's Notice of Award.
- Continued funding throughout the 36 month project period will be contingent on timely submission of the non-competing continuation application, strong performance during the previous budget period(s), funding availability, and the grantee's ability to continue meeting all eligibility requirements laid out in this FOA, including continuing to serve in a state(s) with a FFM, including a State Partnership Marketplace.
- Due to their non-competitive nature, continuation applications will not be reviewed or scored by an Objective Review Committee (ORC). Instead, all continuation applications will be reviewed by CMS staff.
- Strong performance during the previous budget period(s) will be measured by looking at:
 - a) the grantee's ability to meet the performance metrics laid out in their original application
 - b) the quality and timeliness of weekly, monthly, and quarterly report submission
 - c) the grantee's compliance with the terms and conditions provided with their Notice of Award including compliance with all applicable statutory and regulatory requirements
 - d) the grantee's ability to communicate with and respond in a timely manner to requests from their project officer throughout the project period.

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- At least one Navigator cooperative agreement recipient in each Marketplace must be a community and consumer focused nonprofit group.
- Other eligible entities may include, but are not limited to, trade, industry and professional associations; commercial fishing industry organizations; ranching and farming organizations; chambers of commerce; unions; resource partners of the Small Business Administration; licensed insurance agents and brokers; or other public or private entities or individuals that meet Navigator program requirements, such as urban Indian organizations or State or local human services agencies in federally-Facilitated Marketplace states.
- No state agency in a State where there is a State Partnership Marketplace may apply for a Navigator cooperative agreement under this FOA. We will evaluate on a case by case basis whether counties may apply in such states. As part of their application, counties and entities operated by a county, including county agencies, in a state with a State Partnership Marketplace should provide an attestation that they do not have an existing relationship with any agency in the state that has any role in assisting HHS with the administration of the Navigator program (this is typically the Department of Insurance), and that no other similar conflicts of interest exist.
- Consistent with 45 C.F.R. § 155.215(a)(1)(i), all applicants (individuals, entities and all members making up a consortium) should submit a brief statement (one or two short paragraphs) within the Project Narrative attesting that they are not ineligible entities, including an attestation that no staff members have any of the prohibited relationships with health insurance or stop loss issuers.
- We note that during their term as Navigators, individuals and entities are not permitted to receive any direct or indirect consideration from a health insurance issuer or issuer of stop loss insurance connected to the enrollment of individuals into QHPs or non-QHPs.
- CMS regulations, at 45 C.F.R. § 155.210(c)(1)(iii), require that entities who wish to become Navigators must also meet any applicable State licensing, certification, or other standards, so long as such standards do not prevent the application of the provisions of title I of the Affordable Care Act.

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- The regulations also require Navigators to maintain a record of the authorization provided, and to maintain a physical presence in the Exchange service area, so that face-to-face assistance can be provided to applicants and enrollees.
 - Published guidance on the authorization requirement can be found:
<https://marketplace.cms.gov/technical-assistance-resources/obtain-consumer-authorization.pdf>

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- The signed Letter of Intent to Apply must be submitted electronically in any of the following formats: PDF, word doc, or the body of an email to navigatorgrants@cms.hhs.gov and should also be included with the application submitted through [grants.gov](https://www.grants.gov).
- Applicants should read through the FOA closely to ensure they complete all necessary registrations prior to submitting their applications.
- Any file submitted as part of the Grants.gov application that is not in a PDF file format, or contains password protection, will not be accepted for processing and will be excluded from the application during the review process. In addition, the use of compressed file formats such as ZIP, RAR, or Adobe Portfolio will not be accepted. The application must be submitted in a file format that can easily be copied and read by reviewers.
- It is also recommended that scanned copies not be submitted through Grants.gov unless the applicant confirms the clarity of the documents. Pages cannot be reduced in size, resulting in multiple pages on a single sheet, to avoid exceeding the page limitation. All documents that do not conform to the above specifications will be excluded from the application materials during the review process.
- Applications cannot be accepted through any email address. Full applications can only be accepted through <http://www.grants.gov>. Full applications cannot be received via paper mail, courier, or delivery service.
- Applicants, please note that applications that fail to follow the strict formatting requirements outlined in the 2015 FOA regarding formatting, font size, and page limitations will be deemed ineligible and their applications will not be submitted to the Objective Review Committee (ORC) for review.

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- Applications will be scored out of a possible 200 points.
- Section V: Application Review Information of the FOA provides a more detailed breakdown of the point distribution for each of the categories noted.

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1. Ranking of Application

Applications will be reviewed by an objective review panel and will receive a “raw” score out of 200 points based on their ability to address the requirements of the 2015 FOA (see Section V. *Application Review Information*). The application will then be ranked by state through the use of statistical techniques which negate, to the extent possible, any differences in scoring behaviors among different committees/panels. In the case of applications proposing to serve multiple states, the application will receive one score and will be ranked according to that score in each state the applicant is proposing to serve.

2. Total Number and Type of Applications Funded within each State

45 C.F.R. § 155.210 requires that at least two types of entities serve as Navigators in each Marketplace, and that at least one Navigator be a community and consumer-focused nonprofit. Accordingly, the highest ranking community and consumer-focused nonprofit in each state will be selected for award, so long as there are no factors identified in the selection process, as outlined under Section V. 2. *Review and Selection Process* of the 2015 FOA, which would prevent selection of this entity. A second entity in each state will be selected based upon its ranking, the scope of proposed activities (see below), and the factors outlined in Section V. 2. *Review and Selection Process* of the 2015 FOA. Other qualified applicants may receive awards based on their ranking, the scope of proposed activities, and the factors outlined in Section V. 2., if funds are available in that Marketplace service area after the first two awards are made. Once there is no longer enough money in a given FFM/State Partnership Marketplace service area to fund at least 50% of the proposed budget of any of the remaining unfunded applicants, the remaining grant funds will be added to a pool for use during the second tier of the award selection process as discussed in Section II. 2 *Award Amount* of the 2015 FOA.

3. Scope of Proposed Activities

Applicants must discuss how the applying entity, individual, or consortium proposes to operate as a Navigator. It is possible that multiple high ranking applications focusing on the same community within a State will not all be funded. Proposals that will increase the span of populations served by Navigators will be given priority. Additional details on scope of proposed activities are outlined in Section IV.2 *Content and Form of Application Submission* of the 2015 FOA.

4. Current and Past HHS Navigator Awardees

In addition to being evaluated based on the aforementioned criteria, current and past awardees will also be evaluated using the pre-award risk assessment guidelines outlined at 2 CFR §200.205 and discussed in *Section V. 2. Review and Selection Process* of the 2015 FOA. This assessment will take into account: (a) demonstrated performance in meeting the requirements as outlined in the 2013 Navigator FOA (*PPHF- Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Exchanges*, CA-NAV-13-001) and/or the 2014 Navigator FOA (*Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Marketplaces*, CA-NAV-14-002), and compliance with the terms and conditions of their Navigator award(s) including compliance with all applicable statutory and regulatory requirements, how well the awardee met the criteria for strong performance (Refer to Section I. 4. *Multi-Year Project Period and Funding Structure* for indicators of strong performance in the 2015 FOA), and how well their application for this round of awards explains:

the activities executed successfully under their current and/or past Navigator award(s) and the applicant's plan for addressing any performance or progress concerns under their current and/or past award(s), if applicable.

In addition, past or current grantees should indicate if they were ever on a corrective action plan (for a Navigator grant or any other federal grant) previously and a description of how the issue(s) was resolved.

http://www.ecfr.gov/cgi-bin/text-idx?SID=73c589f90efe839b657c853250a81e12&node=se2.1.200_1205&rqn=div8

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The results of the objective review of applications by qualified experts will be used in conjunction with the other factors noted in the FOA (see Section II. 7, *Factors Affecting Application Selection*) to determine the technical merit of the applications and advise the approving HHS official. Factors include:

1. **Ranking of Application**
 - Applications will be reviewed by an objective review panel and will receive a “raw” score out of 200 points based on their ability to address the requirements of the 2015 FOA.
 2. **Total Number and Type of Applications Funded within each State**
 - 45 C.F.R. § 155.210 requires that at least two types of entities serve as Navigators in each Marketplace, and that at least one Navigator be a community and consumer-focused nonprofit.
 3. **Scope of Proposed Activities**
 - Applicants must discuss how the applying entity, individual, or consortium proposes to operate as a Navigator. Proposals that will increase the span of populations served by Navigators will be given priority.
 4. **Current and Past HHS Navigator Awardees**
 - This assessment will take into account: (a) demonstrated performance in meeting the requirements as outlined in the 2013 Navigator FOA (*PPHF-Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Exchanges, CA-NAV-13-001*) and/or the 2014 Navigator FOA (*Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Marketplaces, CA-NAV-14-002*), and compliance with the terms and conditions of their Navigator award(s) including compliance with all applicable statutory and regulatory requirements, how well the awardee met the criteria for strong performance (Refer to Section I. 4. *Multi-Year Project Period and Funding Structure* for indicators of strong performance), and how well their application for this round of awards explains: the activities executed successfully under their current and/or past Navigator award(s) and the applicant’s plan for addressing any performance or progress concerns under their current and/or past award(s), if applicable.
 - In addition, past or current grantees should indicate if they were ever on a corrective action plan (for a Navigator grant or any other federal grant) previously and a description of how the issue(s) was resolved.
- Final award decisions will be made by a HHS program official. In making these decisions, the HHS program official will take into consideration:
 1. Ranking of the applicant based upon recommendations of the review panel

2. The regulatory requirement that there be at least two types of Navigators in each Marketplace and that one of these Navigators be a community and consumer-focused nonprofit
3. Populations the applicant expects to serve
4. Reviews for programmatic and grants management compliance, to include performance under a current and/or previous Navigator award
5. Pre-award business and risk assessment review (see FOA for additional information)
6. Reasonableness of the estimated cost to the government and anticipated results
7. Likelihood the proposed cost will result in the benefits expected

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- Awardees must agree to cooperate with any Federal evaluation of the program and must provide required weekly, monthly, quarterly, and final (at the end of the cooperative agreement period) reports in a form prescribed by CMS, as well as any additional reports as required.
- Reports will be submitted electronically and will outline how cooperative agreement funds were used, describe program progress, describe any barriers encountered including how any potential conflicts of interest were mitigated and process for handling non-compliant staff or volunteers, describe how the program ensured access to culturally and linguistically appropriate services, and detail measurable outcomes to include how many staff and volunteers completed required training and became certified as Navigators and how many consumers were served.

CMS will provide the format for program reporting and the technical assistance necessary to complete program reporting requirements