

## **PY 2021 NAVIGATOR REQUEST FOR APPLICATION (RFA) QUESTIONS AND ANSWERS**

**Q: If the application is submitted by a private firm, rather than a non-profit organization, do you still require copies of fiscal policies? If so, is there a format that you prefer?**

*A: Yes, copies of fiscal policies are required for all applicants, regardless of business structure and tax status. As outlined in Appendix D - Fiscal Management Checklist, fiscal policies must address: separation of duties, accounts payable, accounts receivable, internal controls, purchasing, check signing policies, payroll, cash receipts, procurement, property management, time sheets, travel, conflict of interest, and nepotism. Preferred format is an electronic copy attached to the original submission via email. If it is not possible to submit an electronic copy, a hard copy of the documents may be mailed or hand delivered to the Silver State Health Insurance Exchange. Please see Page 17 of the Request for Application for specific submission instructions.*

**Q: Any max amount of \$\$ for this grant period?**

*A: There is no maximum amount of funding an entity can request. For State Fiscal Year 2021, the Exchange has budgeted \$1,196,884 for Navigator Entity grants. For context, the Exchange has historically awarded funding to an average of 10 different Navigator entities each fiscal year, with numbers of certified EEFs ranging from a minimum one (1), up to 10.*

**Q: On Available Funding, is there a maximum dollar amount expected per Navigator?**

*A: There is no maximum dollar amount expected per Navigator, however; proposed dollar amounts for certified EEFs should be reflective of the duties, responsibilities, and requirements of the position, and should conform to Uniform Guidance Cost Principles found in 2 CFR 200.*

**Q: How many Navigators did you have last year and what were the total grants?**

*A: Total funding awarded in SFY 2020 was \$1,339,800 for 30 EEFs.*

**Q: For fringe, it states that the percentage is 15%. What if our fringe is higher?**

*A: The 15% fringe rate is predetermined by the Exchange and is the maximum amount reimbursable. Applicants who submit proposals with fringe rates in excess of 15% will either be disqualified, or, will have their fringe rate adjusted to meet the terms of this RFA.*

**Q: Did the Exchange receive any additional funds to address the impact of COVID-19?**

*A: At this time, the Exchange has not received any additional funds to address the impact of COVID-19.*

**Q: Can we apply for a partial FTE to do just education and outreach? Or does each FTE have to be focused on all components (outreach, education, and enrollment assistance)**

*A: A FTE must be able to do enrollment, education, and outreach for both Nevada Health Link official events and the employing agency outreach events.*

**Q: Is there an approved hourly rate for EEFs?**

*A: There is no maximum hourly rate expected per Navigator, however; proposed hourly rates for certified EEFs should be reflective of the duties, responsibilities, and requirements of the position, and should conform to Uniform Guidance Cost Principles found in 2 CFR 200.*

**Q: Is there a minimum or maximum amount of funding for this grant? Also, is indirect allowed in the budget?**

*A: There is no minimum or maximum amount of funding for this grant. Please see the response to question 4 for additional information. A maximum 10% indirect rate (allocation for administrative costs) maybe factored into the budget. Please see page 12 of the RFA for additional guidance.*

**Q: Could some of the EEFs' time be used for translation of program's materials?**

*A: Translation of NVHL materials can be counted as long as the Exchange has approved the materials in advance.*

**Q: Just to be clear. If we are already a brokerage, and have brokers on staff, but are not selling insurance (actively) we could have those staff act as assisters without going through certification process. Is that correct?**

*A: No, that is not correct. If you wish to serve in the capacity as a Navigator or IPA you must terminate your Producer License, sever your appointments with insurance carriers, attain an Exchange Enrollment Facilitator license from the DOI, and take the NVHL certified training.*

**Q: On the submission checklist on page 24, do all these items have to be included in our submission? Appendix C, Appendix E, Appendix F do not require signatures. Also, do we need to submit Appendix H, not listed here?**

*A: Appendix A, Appendix C, Appendix E, Appendix F and Appendix G are included as informational items in this RFA. Awarded entities will be required to agree to and sign these documents, and they will be included in the final Notice of Grant Award (NOGA). Appendix B, Appendix D, and Appendix H will be required to be completed and submitted with the RFA.*

**Q: Is it allowable for us to exclude the fringe rate and the indirect rate on our budget and just submit staff salaries?**

*A: No, it is not allowable to exclude the fringe rate and the indirect rate in the budget. This would indicate to the Evaluation committee that the applicant would be a high-risk grantee under 29 CFR 97 and the application would risk disqualification.*

**Q: The checklist in the RFA indicates Appendix C is the Scoring Matrix, D is the Fiscal Management Checklist, E is Conflict of Interest Standards, and F is Payments for Navigators. Do I just copy those sections of the RFA (see attached) and include it in the attachments?**

*A: Please copy and submit Appendix B and Appendix D with the original submission. Appendix A, Appendix C, Appendix E, Appendix F and Appendix G are included as informational items in this RFA. Awarded entities will be required to agree to and sign these documents, and they will be included in the final Notice of Grant Award (NOGA).*

**Q: If we have an opportunity, mid-way during the grant period, to bring on another certified IPA, would the grant accommodate that?**

*A: You will be given the amount of FTE's your agency has been awarded at the beginning of the award. Should your agency need to add more FTE's to your staff for NVHL purposes you must receive written approval from the Exchange in advance before hiring any staff for NVHL purposes.*

**Q: Can we submit a 2018 Audited Financial Statement? 2019 Financial Statement is still currently being audited.**

*A: Please submit the most recent Financial Audited Statement available. If awarded, please submit a copy of any newer Financial Audited Statements to the Exchange.*

**Q: Will a Conflict of Interest Form that is similar to the SFY 2019 Conflict of Interest Form ([https://d1q4hslcl8rmbx.cloudfront.net/assets/uploads/2018/05/Conflict\\_of\\_Interest\\_Grant\\_Awards.pdf](https://d1q4hslcl8rmbx.cloudfront.net/assets/uploads/2018/05/Conflict_of_Interest_Grant_Awards.pdf)) be provided for applicants to use?**

*A: Awarded entities will be required to agree to and sign a FY 21 Conflict of Interest Statement, which will be included in the final Notice of Grant Award (NOGA). Please do not include documents from previous years' RFAs.*

**Q: On the budget narrative, please explain the following terms: • % of Time (FTE) • Position Control Number**

*A: FTE is Full Time Equivalent Employee. % of Time FTE means the percentage of time for the position relative to a full time position. 50% FTE would be 1/2 of a full time equivalent position. The position control number may be disregarded.*

**Q: Will there be additional funding on the implementation of technologies (ex. video conferencing platforms, digital signature software) to ensure distancing?**

*A: No, there will not be additional funding provided to ensure social distancing.*

**Q: Can headers/footers and page numbers be added?**

*A: Yes.*

**Q: What are the exact margins to be used for page layout?**

*A: Please see page 16 and 17 of the RFA for specific submission instructions. Font must be Times New Roman or Arial in 12-point size. Margins must match that of the template. Responses may be single-spaced, but double-spacing should be used between questions for ease of reading.*

**Q: Is there a page limit on the resume for each proposed key personnel?**

*A: There is no specific word limit associated with each question. However, the executive summary should not exceed one page and the complete narrative portion of the application (excluding the applicant information page but including the executive summary) must not exceed 15 pages. The amount of space required to retain the questions has already been factored into this page limit and no additional allowances will be made.*

**Q: Please expand on the differences between “community” and “population” as it pertains to sections V (Community Focus) and VI (Population to be Served).**

*A: While these terms are similar, when answering the question, for “community” be specific in providing your community network, names of organizations you partner with and will if you receive this award, and how you will leverage them to assist your agency in maximization of NVHL enrollment, outreach, and education.*

*In contrast, when considering population to be served, please consider what groups of consumers will you serve? For example, LGBTQ, Hispanic/Latino, 55+ and over, etc.*

**Q: Is there a maximum grant amount per Navigator contracted under this RFA?**

*A: There is no max amount.*

**Q: How many Navigators does the exchange currently have and what were the amounts granted to them?**

*A: 30 statewide, \$3,500.00 per FTE.*

**Q: Are there any documents that you could share that show the results of the current Navigator contracts?**

*A: The contracts you will be receiving for this award period have been changed.*