



**AMENDMENT 2
 REQUEST FOR APPLICATION
 #16-01**

**Connector Entity Program Grants for Navigator Service FY 2017
 March 25, 2016**

This Amendment is being issued to amend and clarify certain information contained in the above named RFA. All information contained herein is binding on all prospective Applicants who respond to this RFA. Specific parts of the RFA have been amended. The following changes/additions are listed below; new language has been bolded and underlined and language deleted has been marked with a strikethrough (ex. ~~language deleted~~).

1. Amend RFA Section VI Application Part II, Table 1 as follows:

Region	Counties	Enrollment Goals*	Distribution of Grant Funds**
Far Western	Garrett, Allegany, Washington	3,000	5.6% or \$548,800 <u>5.5% or \$545,568</u>
Mid-Western	Frederick, Carroll, Howard	10,000 <u>8,000</u>	8.6% or \$842,800 <u>\$846,412</u>
Central	Baltimore City, Baltimore, Anne Arundel	28,000	33.6% or \$3,292,800 <u>32.3% or \$3,190,149</u>
Capital North	Montgomery	14,000	16.5% or \$1,617,000 <u>16.2% or \$1,602,509</u>
Capital South	Prince George's	14,000	16.5% or \$1,617,000 <u>16.2% or \$1,602,509</u>
Southern	Calvert, St. Mary's, Charles	3,000	5.3% or \$519,400 <u>5.6% or \$548,800</u>
Upper Eastern	Harford, Cecil, Kent, Queen Anne's, Talbot, Caroline, Dorchester	8,000 <u>10,000</u>	8.6% or \$842,800 <u>10.3% or \$1,017,863</u>
Lower Eastern	Wicomico, Worcester, Somerset	3,000	5.3% or \$519,400 <u>\$519,506</u>

2. Amend RFA Section VI, Application Part II (Financial Response) 2. Required Budget Line Items as follows:

Salary: Navigators, ~~Executive/Managerial~~ **Managers**, Assisters (or other non-navigator ~~enrollment program~~ staff), ~~Administration, IT, Marketing~~. **Salary for administrative, clerical, or marketing staff who are integral to the program and can be specifically identified with the program should be included as a direct, rather than indirect cost.** Staff salaries may be split between programs, but **program** staff must participate in Connector program activities at the rate of 50% or more of an FTE. Certified staff who are not 100% supported by Connector grant funds should not be funded through any other related government program, such as Medicaid.

Fringe: Fringe benefits are allowable in proportion to the salary charged to the grant, to the extent that such payments are made under formally established and consistently applied organizational policies.

Equipment: Applicants must demonstrate they are sufficiently self-funded to meet program goals with current infrastructure (space, equipment, furniture) as no start-up funds are available. However, funds may be budgeted for equipment maintenance, equipment for increased staff, and limited replacement items. Funds for short-term store front leases may be approved if detailed support is provided in proposed program activities.

~~*Rent and associated utilities:* The prorated amount of rent associated with navigator program activities for the prime entity and each partner or sub-contractor.~~

~~*Phone and Internet Service:* Total amount associated with phone and internet service.~~

Training: Costs for training both navigators and non-navigator personnel. Costs should include the costs incurred by the prime entity, subcontractor or partner for training offered on the job.

Marketing: Costs associated with purchase/production, printing, and distribution of marketing materials to promote Maryland Health Connection and in-person assistance through media channels. Include the cost of outreach and enrollment events. Include the cost for materials related to health education, retention, use of coverage, and renewal preparation. Do not include the cost of in-house marketing personnel.

~~*Office Supplies:* Costs associated with postage, paper, and other general office supplies.~~

Travel: Costs for personnel to conduct off-site activities, including partner meetings and training. The unit cost should be a per trip average across all estimated travel costs, including taxi, train/metro, parking, mileage and/or tolls. Mileage may not exceed the State's approved rate for mileage reimbursement at the time of travel. No out-of-state travel is allowed and overnight travel is anticipated to be limited.

Indirect Costs: **Applicants must limit indirect costs to 15% of total budget. Indirect costs include rent and associated utilities; phone and internet service; office supplies; and general administration expenses such as executive staff, personnel administration, marketing staff working less than 50% of an FTE, IT staff, and accounting. It is essential that each item of cost incurred for the same purpose be treated consistently in like circumstances either as a direct or an indirect cost in order to avoid double-charging against grant funds. For example, a cost associated with marketing should be consistently applied against either the direct cost of production or the indirect cost of marketing staff, but not both.**



Date Issued: March 25, 2016

Michelle Compton

Procurement Officer