

## Table Of Contents

**Applicant:** Martin Luther King Health Center, Inc.  
**Application Number:** NAV2013000012  
**Project Title** Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Exchanges  
Martin Luther King Health Center - Navigator Program  
**Status:** Review in Progress

### Grant Announcement

1. Cooperative Agreement to Support Navigators in Federally Facilitated and State Partnership Exchanges

### Online Forms

1. SF-424 Application for Federal Assistance Version 2
  - (Upload #1): BudgetNarrativeAttachments-Attachments-1234-MLKHC - Budget Narrative.pdf
  - (Upload #2): OtherNarrativeAttachments-Attachments-1235-MLKHC - Work Plan and Time Line.pdf
  - (Upload #3): ProjectNarrativeAttachments-Attachments-1238-MLKHC - Project Narrative.pdf
  - (Upload #4): OtherNarrativeAttachments-Attachments-1237-MLKHC - Project Abstract.pdf
  - (Upload #5): OtherNarrativeAttachments-Attachments-1236-MLKHC - Conflict of Interest Statement.pdf
  - (Upload #6): ProjectNarrativeAttachments-Attachments-1239-MLKHC - Cover Letter.pdf
  - (Upload #7): SF424\_2\_1-1240-MLKHC - Areas Affected By Project.pdf
  - (Upload #8): Form PerformanceSite\_1\_4-V1.4.pdf
2. SF-424A Budget Information - Non-Construction
3. SF-424B Assurances - Non-Construction
4. SF-LLL Disclosure of Lobbying Activities
5. Project Abstract Summary
6. Key Personnel

### Program Narrative

1. CCIO - Budget Narrative (Upload File)
2. CCIO - Project Narrative (Upload File)

### Additional Information to be Submitted

1. CCIO - Miscellaneous Information

Note: Upload document(s) printed in order after online forms.

**Application for Federal Assistance SF-424**

**Version 02**

**\* 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\* 2. Type of Application:**

- New
- Continuation
- Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify)**

**\* 3. Date Received:**

05/20/2013

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**\* 5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:** 06/03/2013

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:** Martin Luther King Health Center, Inc.

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

**\* c. Organizational DUNS:**

**d. Address:**

**\* Street1:**

**Street2:**

**\* City:**

**County:**

**\* State:**

**Province:**

**\* Country:**

**\* Zip / Postal Code:**

**e. Organizational Unit:**

**Department Name:**

**Division Name:**

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

**\* First Name:**

**Middle Name:**

**\* Last Name:**

**Suffix:**

**Title:** Executive Director

**Organizational Affiliation:**

**\* Telephone Number:**

**Fax Number:**

**\* Email:**

**Application for Federal Assistance SF-424**

**Version 02**

**9. Type of Applicant 1: Select Applicant Type:**

Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

CMS-Consumer Information & Insurance Oversight

**11. Catalog of Federal Domestic Assistance Number:**

93.750

CFDA Title:

PPHF – 2013 - Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Ex

**\* 12. Funding Opportunity Number:**

CA-NAV-13-001

\* Title:

PPHF 2013 Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Exchanges

**13. Competition Identification Number:**

Title:

PPHF – 2013 – Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Exchanges

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\* 16. Descriptive Title of Applicant's Project:**

Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Exchanges Martin Luther King Health Center - Navigator Program

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

\* a. Applicant [REDACTED]

\* b. Program/Project [REDACTED]

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

\* a. Start Date: 08/15/2013

\* b. End Date: 08/14/2014

18. Estimated Funding (\$):

* a. Federal	83636
* b. Applicant	0
* c. State	0
* d. Local	0
* e. Other	0
* f. Program Income	0
* g. TOTAL	83636

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on [REDACTED]
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

Yes  No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: [REDACTED] \* First Name: [REDACTED]  
Middle Name: [REDACTED]  
\* Last Name: [REDACTED]  
Suffix: [REDACTED]

\* Title: Executive Director

\* Telephone Number: [REDACTED] Fax Number: [REDACTED]

\* Email: [REDACTED]

\* Signature of Authorized Representative: [REDACTED] \* Date Signed: 05/20/2013

**Application for Federal Assistance SF-424**

Version 02

**\* Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

[Empty text input area for Applicant Federal Debt Delinquency Explanation]

**BUDGET INFORMATION - Non-Construction Programs**

<b>SECTION A - BUDGET SUMMARY</b>						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Cooperative Agreement to	93.750			\$83,636.00		\$83,636.00
2.						
3.						
4.						
5. Totals				\$83,636.00		\$83,636.00
<b>SECTION B - BUDGET CATEGORIES</b>						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)	
	(1) Cooperative Agreement to § (2)	(3)	(4)	(5)		
a. Personnel	\$49,140.00				\$49,140.00	
b. Fringe Benefits	\$4,914.00				\$4,914.00	
c. Travel	\$6,977.00				\$6,977.00	
d. Equipment						
e. Supplies	\$6,700.00				\$6,700.00	
f. Contractual						
g. Construction						
h. Other	\$15,905.00				\$15,905.00	
i. Total Direct Charges (sum of 6a-6h)	\$83,636.00				\$83,636.00	
j. Indirect Charges						
k. TOTALS (sum of 6i and 6j)	\$83,636.00				\$83,636.00	
7. Program Income						

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 Prescribed by OMB Circular A-102

<b>SECTION C - NON-FEDERAL RESOURCES</b>					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8 Cooperative Agreement to Support Navigators in Federally-fac					
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)					
<b>SECTION D - FORECASTED CASH NEEDS</b>					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$83,636.00	\$26,063.00	\$19,191.00	\$19,191.00	\$19,191.00
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$83,636.00	\$26,063.00	\$19,191.00	\$19,191.00	\$19,191.00
<b>SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT</b>					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. Cooperative Agreement to Support Navigators in Federally-fac	\$83,636.00				
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$83,636.00				
<b>SECTION F - OTHER BUDGET INFORMATION</b>					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

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**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> 	<p>* TITLE</p> <p>Executive Director</p>
<p>* APPLICATION ORGANIZATION</p> <p>Martin Luther King Health Center, Inc.</p>	<p>* DATE SUBMITTED</p> <p>05/20/2013</p>

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# DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OME  
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Martin Luther King Health Center _____ Congressional District, if known: _____	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  	
<b>6. Federal Department/Agency:</b> No activity to disclose	<b>7. Federal Program Name/Description:</b> PPHF 2013 - Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Exchanges CFDA Number, if applicable: _____ 93.750	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI): No activity to disclose, No activity to disclose	<b>b. Individuals Performing Services (including address if different from No. 10a)</b> (if individual, last name, first name, MI): No activity to disclose, No activity to disclose	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the firm above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: Executive Director Telephone No: _____ Date: 05/20/2013	

## Project Abstract Summary

**Program Announcement (CFDA)**  
 93.750

**\* Program Announcement (Funding Opportunity Number)**  
 CA-NAV-13-001

**\* Closing Date**  
 06/07/2013

**\* Applicant Name**  
 Martin Luther King Health Center, Inc.

**\* Length of Proposed Project: 12**

**Application Control No.**

**Federal Share Requested (for each year)**

<b>* Federal Share 1st Year</b>	<b>* Federal Share 2nd Year</b>	<b>* Federal Share 3rd Year</b>
\$ 83,636.00	\$ 0.00	\$ 0.00
<b>* Federal Share 4th Year</b>	<b>* Federal Share 5th Year</b>	
\$ 0.00	\$ 0.00	

**Non-Federal Share Requested (for each year)**

<b>* Non-Federal Share 1st Year</b>	<b>* Non-Federal Share 2nd Year</b>	<b>* Non-Federal Share 3rd Year</b>
\$ 0.00	\$ 0.00	\$ 0.00
<b>* Non-Federal Share 4th Year</b>	<b>* Non-Federal Share 5th Year</b>	
\$ 0.00	\$ 0.00	

**\* Project Title**  
 Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Exchanges  
 Martin Luther King Health Center - Navigator Program

## Project Abstract Summary

### \* Project Summary

The Martin Luther King Health Center (MLKHC) is a private registered 501 (c) (3) non-profit primary health care center and pharmacy, incorporated in 1986, and domiciled in the parish of Caddo, Shreveport, Louisiana. The Martin Luther King Health Center Navigator Program provides services for eligible uninsured and underinsured residents of [REDACTED] Parishes and consists of the following functions:

1. Conducts public education about the availability of qualified health plans;
2. Distributes fair, impartial information about enrollment in qualified health plans
3. Facilitates enrollment in qualified health plans;
4. Refers consumers who need help resolving a problem with their plan or with their premium assistance to a consumer assistance program, another appropriate agency or to an ombudsman program;
5. Provides all information in a culturally and linguistically appropriate manner to the population being served by the the exchange.

Total budget for this program is \$83,636, which is utilized to fulfill the standards and certification requirements to serve as a Navigator and to develop a public education campaign to assist consumers, who are eligible to purchase coverage, learn about their new coverage options and facilitate enrollment. Program components include a mass media campaign, public informational education presentations, participating in health fairs & trade fairs, one-on-one interactions with consumers, and the dissemination of print materials through various outreach venues. All services, media, and print material is offered in English and Spanish.

\* Estimated number of people to be served as a result of the award of this grant.: 20000



## Upload #1

**Applicant:** Martin Luther King Health Center, Inc.  
**Application Number:** NAV2013000012  
**Project Title** Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Exchanges  
Martin Luther King Health Center - Navigator Program  
**Status:** Review in Progress  
**Document Title:** BudgetNarrativeAttachments-Attachments-1234-MLKHC - Budget Narrative.pdf

Budget Narrative

Martin Luther King Health Center, Inc.

Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Exchanges

■ No funds from this opportunity will be used for activities already funded through section 1311 (a) of the Affordable Care Act or to supplant any prior funding.

Object Class Categories

**a. Personnel (Navigator staff to perform functions of cooperative agreement – 55hrs. weekly):**

\*Project Director: 20 hours/week x \$19/hr x 52 weeks = \$20,020  
Provides supervision of Navigator Program & performs all functions of a Navigator.

\*Community Navigator: 25 hours/week x \$16/hr x 52 weeks = \$20,800  
Engages the community through existing & new relationships to conduct public education activities, provide outreach, and facilitate enrollment. Performs all functions of a Navigator.

\*Hispanic Navigator: 10 hours/week x \$16/hr x 52 weeks = \$8,320  
Engages the Hispanic community through existing & new relationships to conduct public education activities, provide outreach, and facilitate enrollment. Performs all functions of a Navigator.

**Total Personnel: \$49,140**

**b. Fringe Benefits:**

Payroll expenses: \$49,140 x 10% = \$4,914

**Total Fringe: \$4,914**

**c. Travel (Training & Outreach):**

Travel: (Training Requirement):

4 night hotel @ \$100/day x 3 Navigators = \$1,200

5 days meals @ \$75/day x 3 Navigators = \$1,125

Mileage (RT to [REDACTED]) 434/miles x .565/mile = \$245

**Total Training Travel: \$2,570**

Travel (Outreach, meetings, presentations):

50miles/weekly x .565/mile x 52weeks x 3 Navigators = \$4,407

Travel to presentations, meetings, outreach, etc.

Total Outreach Travel: \$4,407

Total Travel: \$6,977

**d. Equipment:**

Total Equipment: \$0.00

**e. Supplies (Office & Outreach):**

■ All computers, laptops, tablets, scanners, and internet connections will be used in accordance with 45 C.F.R. § 155.260 by each staff member handling consumer PII while performing Navigator duties. Computer equipment will be utilized in-house and in the field for the facilitation of enrollment and outreach activities.

\*Laptop computer with printer/scanner @ \$1,250each x 3 = \$3,750

\*Laptop/printer travel case @ \$50each x 3 = \$150

\*Powerpoint projector & screen @ \$400each x 1 = \$400

\*Office Supplies (pens, folders, copy paper, paper clips, staples, printer ink, note pads, file labels, etc.) @ \$100/month x 12 months = \$1,200

\*Refreshments/supplies for public events/meetings @ \$100/month x 12 months = \$1,200

Total Supplies: \$6,700

**f. Contractual:**

Total Contractual: \$0.00

**g. Construction:**

Total Construction: \$0.00

**h. Other (See Categories below):**

Printing (Promotional printing for outreach & events):

Business cards, flyers, grab cards, posters, outreach materials  
(English & Spanish) @ \$137.50/monthly x 12 months = \$1,650

**Postage (Mail outs):**

Mail outs for presentations, to organizations, business, & individuals  
to inform, educate, and invite @ \$50/weekly x 52weeks = \$2,600

**Media (Media Campaign):**

Newspaper ads x 10 publications x \$80/ad x 2 (twice a year) = \$1,600  
Hispanic Newspaper (El Independente) x 6 (every other month) = \$850  
Radio (English & Spanish) 30 second spot/5 days x \$500/week x  
2 stations x 4 (four times a year) = \$4,000

**Internet/Utilities (Information Access, Enrollment Activities):**

Mobile hotspot @ \$75/month x 12 months x 3 Navigators = \$2,700  
Office phone/Internet use @ \$36.25/month x 12 months  
x 3 Navigators = \$1,305  
Office utilities @ \$100/month x 12 months = \$1,200

**Total Other: \$15,905**

**i. Total Direct Charges: \$83,636**

**j. Indirect Charges: \$0.00**

**k. TOTALS: \$83,636**

Unit of Service - Cost Summary					
Type of Service	Qty.	Hours	Total Hours	Cost per hour	Total Cost <sup>(6)</sup>
Navigator Training	3	42 <sup>(2)</sup>	126	\$30.413	\$3,832
Enrollment Assistance	312	2 <sup>(3)</sup>	624	\$30.413	\$18,978
Public Education Efforts <sup>(5)</sup>	20,000	.10 <sup>(4)</sup>	2,000	\$30.413	\$60,826
<b>Totals</b>			<b>2,750<sup>(1)</sup></b>	<b>\$30.413</b>	<b>\$83,636</b>

1 Based on 55 weekly hours/staff time devoted to project x 50 weeks  
2 Based on 42 hours of training per Navigator annually (includes 30 implementation training & 12 hours continuing education)  
3 Includes enrollment session + 1 hour prep time  
4 Based on .10 hour per consumer x target of 20,000  
5 Includes program development, planning, phone calls, media campaign, public events, health fairs, presentations, stakeholder meetings, outreach, daily work, etc.  
6 Totals rounded to nearest 1

## Upload #2

**Applicant:** Martin Luther King Health Center, Inc.  
**Application Number:** NAV2013000012  
**Project Title** Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Exchanges  
Martin Luther King Health Center - Navigator Program  
**Status:** Review in Progress  
**Document Title:** OtherNarrativeAttachments-Attachments-1235-MLKHC - Work Plan and Time Line.pdf

Special Projects Coordinator, will function as the Project Director for this Cooperative Agreement. He will be responsible for accomplishing the goals and objects of the project.

Goal	Objectives	Activities	Personnel	Q1		
				Aug	Sept	Oct
Navigator Training	30 hour HHS developed training	30 hour Initial training x 3 persons; 12 hours program updates x 3 persons	Project Director Hispanic Navigator Community Navigator	30 hr initial training x 3 persons	1.1 hrs program updates	1.1 hrs program updates
Enrollment Assistance	Facilitate enrollment of 312 people into QHPs	Face-to-face interactions, phone interactions, site locations, referrals	Project Director Hispanic Navigator Community Navigator		22 individuals enrolled	29 individuals enrolled
Public Education Efforts	Provide public awareness education to 20,000 individuals	Phone calls, radio & newspaper media campaign, public events, stakeholder meetings, outreach	Project Director Hispanic Navigator Community Navigator		10 newspaper ads & Hispanic ad; other mailouts	English & Spanish radio ads, 2 stations; other mailouts
	Give 24 informational presentations	Presentation using powerpoint, visual display, and interactive smartboard	Project Director Hispanic Navigator Community Navigator		2 presentations	3 presentations
	Attend 10 health fairs	Setup of display booth, informational material distribution, and giveaways	Hispanic Navigator Community Navigator		Attend 1 health fair	Attend 1 health fair
Evaluation	Utilize consumer satisfaction survey, and enrollment & education counts	Survey will measure effectiveness of outreach techniques, consumer effectiveness/knowledge, and overall program design	Project Director		Satisfaction survey development	
People Reached				approximately 3500		
Hours				229.17	229.17	229.17
Funds Required				\$13,269.00	\$6,397.00	\$6,397.00

Q2			Q3			Q4		
Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July
1.1 hrs program updates	1.1 hrs program updates	1.1 hrs program updates	1.1 hrs program updates	1.1 hrs program updates	1.1 hrs program updates	1.1 hrs program updates	1.1 hrs program updates	1.1 hrs program updates
29 individuals enrolled	29 individuals enrolled	29 individuals enrolled	29 individuals enrolled	29 individuals enrolled	29 individuals enrolled	29 individuals enrolled	29 individuals enrolled	29 individuals enrolled
Hispanic newspaper ad; other mailouts	English & Spanish radio ads, 2 stations; other mailouts	Hispanic newspaper ad; other mailouts	English & Spanish radio ads, 2 stations; other mailouts	10 newspaper ads & Hispanic ad; other mailouts	English & Spanish radio ads, 2 stations; other mailouts	Hispanic newspaper ad; other mailouts	Other mailouts	Hispanic newspaper ad; other mailouts
3 presentations	2 presentations	2 presentations	2 presentations	2 presentations	2 presentations	2 presentations	2 presentations	2 presentations
			Attend 1 health fair	Attend 2 health fairs	Attend 2 health fairs	Attend 2 health fairs	Attend 1 health fair	
	Survey review & initial data count	Outreach approach modifications						Final data collection & count
approximately 5500			approximately 5500			approximately 5500		
229.17	229.17	229.17	229.17	229.17	229.17	229.17	229.17	229.17
\$6,397.00	\$6,397.00	\$6,397.00	\$6,397.00	\$6,397.00	\$6,397.00	\$6,397.00	\$6,397.00	\$6,397.00

### Upload #3

**Applicant:** Martin Luther King Health Center, Inc.  
**Application Number:** NAV2013000012  
**Project Title** Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Exchanges  
Martin Luther King Health Center - Navigator Program  
**Status:** Review in Progress  
**Document Title:** ProjectNarrativeAttachments-Attachments-1238-MLKHC - Project Narrative.pdf

**Martin Luther King Health Center, Inc.**

**Technical Proposal Narrative**

**Cooperative Agreement to Support Navigators in Federally – facilitated and State Partnership**

**Exchanges**

**Martin Luther King Health Center Navigator Program**

**Executive Summary:**

**Proposer name:** Martin Luther King Health Center

[REDACTED]

**Phone:** [REDACTED]

**FAX:** [REDACTED]

**EMAIL:** [REDACTED]

**EIN:** [REDACTED]

**DUN:** [REDACTED]

**Proposer contact name:** [REDACTED]

**Executive Director**

**1) Type of entity and description of the community**

This proposal is valid for 90 days from June 7, 2013. The Martin Luther King Health Center is applying to operate as a Navigator under the Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Exchanges. The Martin Luther King Health Center Navigator Program will provide services for eligible residents of [REDACTED] Parishes and will consist of conducting public education about the availability of qualified health plans (QHP), distributing fair, impartial information about enrollment in qualified health plans,

facilitating enrollment in qualified health plans, and providing assistance and/or referrals for people who need help resolving a problem with their health plan to a consumer assistance or ombudsman program. All information will be provided in a culturally and linguistically appropriate manner to the population being served. The Martin Luther King Health Center (MLKHC) is a private registered 501(c) (3) non-profit organization, incorporated in 1986, and domiciled in the parish of [REDACTED]. The organizational leadership consists of a 17 member volunteer board and an Executive Director with over 30 years of non-profit experience, who is responsible for the day-to-day operation of the center. The MLKHC does not have an ownership state or other investment in a health or supplementary insurer or its subsidiaries; nor is it an entity receiving direct or indirect consideration from insurers in connection with the enrollment of any individuals or employees in a health plan or supplementary plan. As a 501(c) (3) community and consumer-focused nonprofit organization, the MLKHC is an eligible entity under Section 1311(i) of the Affordable Care Act to apply for this contract.

The MLKHC received a \$20,000 grant in November 2012, from the Blue Cross Blue Shield Foundation of Louisiana, to implement the CDC National Diabetes Prevention Program in northwest Louisiana. Grant funds were utilized for travel and training for 4 MLKHC staff to become CDC Lifestyle Change Facilitators, for the purchase of a SmartBoard & Projector, and for materials/supplies to implement the program. The funding amount equates to 4.5% of the total MLKHC budget and is a non reoccurring grant.

The MLKHC operates as a primary care health center & licensed pharmacy providing health care and education services under one roof to uninsured and underinsured individuals in the northwest Louisiana area. The MLKHC patient is typically a member of a minority groups,

has low literacy, suffers from one or more chronic disease conditions, has limited access to private transportation and is a non-homeowner. Other characteristics may include: living in multigenerational households, working for hourly wages, being self employed, unemployed or recently disabled (disabled, but in the 24 month waiting period before Medicare eligibility). The center currently has 958 unduplicated patients, who receive services through various MLKHC Primary Care or Specialty Clinics, the Pharmacy and/or the Women's Health Program. In addition to clinical services the center is an intervention site for the CDC National Diabetes Prevention Program and is an onsite Medicaid Application Center for both English & Spanish speaking consumers. The center also provides an array of patient advocacy, education/outreach & navigation programs reaching approximately 40,000 individuals annually throughout northwest Louisiana. Clinic hours include evening and weekend hours to accommodate consumers with non-traditional schedules. All clinic, pharmacy, outreach, and advocacy services are designed to accommodate the patient with a low health literacy level and/or who may have difficulty accessing services in multiple locations.

According to the 2011 Census Bureau's American Community Survey (ACS) there are 72,693 eligible uninsured individuals in [REDACTED] Parishes. This represents approximately 10% of the eligible uninsured individuals in Louisiana. Of these individuals, 4,616 identify as Hispanic/Latino and would benefit from Navigation services offered in Spanish. Under this cooperative agreement the MLKHC proposes to provide navigation outreach services to 20,000 individuals via direct engagement or through mass media and will facilitate enrollment for 312 eligible individuals in Bossier and Caddo Parishes, including MLKHC patients, constituents and those referred through MLKHC partner organizations.

**2) Scope of Activities**

■ The MLKHC will ensure all those who serve as Navigators satisfactorily complete the required set of training standards, including standards for certification and recertification, be registered with the Exchange and certified by the Exchange, prior to providing consumer assistance.

■ The MLKHC will provide support for three staff to complete the 30 hour HHS-developed training program to become proficient in relevant Exchange-related information.

■ The MLKHC will maintain at least two fully trained, certified and registered Navigators on staff for the entire length of the cooperative agreement.

■ The MLKHC will ensure all those individuals who serve as Navigators maintain expertise in eligibility, enrollment, and program specifications by participating in conference calls and any/all additional training sessions required.

■ The MLKHC will educate support staff and collaborative partners on changes and updates to Exchange information.

■ The MLKHC will ensure that public awareness education will be provided to 20,000 individuals in a fair, accurate and impartial manner and will include information that acknowledges other health programs such as Medicaid and LACHIP, during the length of the cooperative agreement.

■ The MLKHC will ensure all those individuals who serve as Navigators will provide information in a culturally and linguistically appropriate manner, in plain language, including to persons with limited English proficiency; and ensuring

accessibility and usability of Navigator tools and functions for persons with disabilities.

■ The Navigator grantee Program Director will develop an effective marketing & media plan to promote knowledge about Exchanges, qualified health plans and related information, both within the health center and in targeted parish community outreach locations (English & Spanish).

■ The MLKHC Navigators will work with existing network of community based partners and health resources to promote knowledge about Exchanges, qualified health plans and related information (English & Spanish).

■ The MLKHC Navigators will work with stakeholder groups in different areas of target locations to help discuss strategies and to share information regarding accessing underserved and insular populations.

■ The MLKHC Navigators will conduct 24 informational presentations, attend 10 area health fairs or business trade fairs, and provide educational materials in an array of outreach venues, including to the small business/industry community to promote public education about the availability of qualified health plans (English & Spanish).

■ The MLKHC Navigators will utilize computer presentation material and an interactive touch board to display relevant information about health Exchanges and qualified health plans during patient clinic appointments within the MLKHC.

■ The Navigator grantee Program Director will design and implement a consumer satisfaction survey to measure the effectiveness of outreach techniques, consumer effectiveness/knowledge, and overall program design. Survey will be

disseminated to consumers during educational presentations and sessions. Results will be reviewed and program changes will be made as needed.

■ The MLKHC will ensure that assistance and/or facilitation for enrollment in a QHP will be provided to 312 qualified consumers during the length of the cooperative agreement.

■ The MLKHC Navigators will assist any consumers in understanding qualified health plan options, and provide one-to-one facilitation for consumers interested in enrolling in qualified plans.

■ The MLKHC Navigators will provide referrals for consumers with questions, complaints, who need help resolving problems or have grievances to applicable office of health insurance consumer assistance or health insurance ombudsman.

■ The MLKHC and all those individuals who serve as Navigators under the direction of the MLKHC, will fully comply and attest by signature with the prohibitions in § 155.210(d), and all other conflict-of-interest requirements, for the entire length of the cooperative agreement.

■ The Navigator grantee and all those individuals who serve as Navigators will have a signed copy of the Navigator Conflict of Interest Policy on file and reviewed on a quarterly basis.

■ Any potential new Navigator grantee employees who serve as Navigators will fully comply and attest by signature with all conflict-of-interest requirements prior to receiving training as a Navigator.

■ All potential conflicts of interest will be disclosed to consumers prior to commencing consumer assistance activities.

■ The MLKHC and all those individuals who serve as Navigators under the direction of the MLKHC, will abide by stringent privacy and security standards as a condition of contract or agreement and ensure that they safeguard consumers' sensitive personal information including but not limited to health information, income and tax information, and Social Security number; for the entire length of the cooperative agreement.

■ The MLKHC Navigators will adhere to the same privacy and security standards as required by the MLKHC to protect confidential patient information. No participant identifier information will be released without written permission.

■ The MLKHC Navigators will utilize security passwords on all computers, laptops and tablets that will be utilized in this program.

■ The MLKHC will comply with all reporting, audit and evaluation requirements in a timely manner as required through the cooperative agreement.

### **3) Existing relationships and Accomplishments**

MLKHC has an extensive outreach program with past experience including outreach, advocacy, education, organizing enrollment events, one-on-one enrollment assistance, organizing and/or providing representation at area health fairs, utilizing geo-mapping data to design outreach activities and in recruiting & training volunteers.

■ Twenty-seven years working with uninsured & underinsured population in northwest Louisiana. The MLKHC is a trusted go-to location for the medically disenfranchised population. The MLKHC is a model for patient centered care in a one-stop-shop approach. All services, including patient care, laboratory, pharmacy & patient advocacy are under one roof.

■ Ongoing collaboration with CHRISTUS Health System to refer uninsured patients to the MLKHC via a Patient Partner Program, which pairs MLKHC staff & CHRISTUS staff working together to provide services for uninsured patients.

■ Works with a local faith based organization to plan & organize an annual Hispanic Health Fairs with over 300 participants

■ Louisiana Medicaid Application Center (English & Spanish)

■ Enrollment assistance in Medicare LIS program

■ Planned & conducted 3 Medicare Part D Prescription Enrollment events during the initial phase in of the Medicare Part D Prescription Drug Program.

■ Worked with the LA OPH & 2 local agencies to plan the Louisiana HIV Essence Tour

■ Contracted with The Senior Health Insurance Information Program (SHIIP) - to conduct targeted outreach, counseling/education, organize enrollment events & provide one-on-one enrollment assistance in the Low Income Subsidy (LIS) program. The program goals were to disseminate information about changes and benefits in the Medicare program, including Part D updates, and preventive health benefits. Outreach strategies included presentations at libraries, churches, and community centers. Geo-mapping data from CMS was utilized to identify underserved areas for targeted outreach, including locations such as beauty shops, laundry centers, pay day loan centers and utility payment centers. Laptops with mobile hotspot were utilized for enrollment and education in the field. Monthly progress & financial reporting was required.

■ Contracted as a LACHIP Community Canvasser (Medicaid contract) – to conduct targeted outreach, counseling/education, organize enrollment events, & provide one-on-one Medicaid enrollment assistance to eligible individuals in the Hispanic community. The

program incorporated the use of community gatekeepers to organize small group sessions to deliver program information concerning the LACHIP program and provide enrollment events in the field. All outreach was provided in Spanish. Monthly progress & financial reporting was required.

█ Currently implementing the CDC's National Diabetes Prevention Program – a weekly facilitated program for individuals with pre-diabetes.

█ Ongoing collaboration with St. Luke's Mobile Medical Ministry & Shreveport Homeless Coalition to provide mobile health services to uninsured individuals at various locations in Caddo, Bossier & Webster Parish including food pantries, homeless shelters, churches, and other community locations.

█ Ongoing Women's Health Program with Susan G. Komen for the Cure – Northwest Louisiana Affiliate to provide outreach and education for breast health services in northwest Louisiana. Partner locations for outreach include: churches, health fairs, low income housing, halfway houses, utility payment centers, food bank distribution locations, casinos & restaurants, & retail stores.

█ The MLKHC serves as a clinical rotation site for NSU College of Nursing family nurse practitioner students, who come to the center from across Louisiana.

█ The MLKHC was awarded The Community Foundation's Return on Investment (ROI) award in 2012. For every \$1 invested in the center, \$23 was returned back to the community in services provided.

█ Currently a member organization of the Healthy Green Into the Outdoors Collaborative; 19 member organizations that promote and encourage healthy eating and physical activity

through community gardens and healthy living events at community centers, churches and garden celebration events.

■ experience in utilizing social media, print media, radio (Spanish/English) for outreach & education in northwest Louisiana market area.

**4) Expertise of personnel**

The Martin Luther King Health Center has 9 paid staff, which includes 3 part-time and 6 full-time individuals. In addition to paid staff the center relies on volunteer providers to perform all clinical functions. The center has approximately 50 volunteer services providers, which include physicians, nurse practitioners, pharmacists, pharmacy technicians, registered nurses, and respiratory therapists. These providers serve on a rotating schedule to provide clinical and pharmaceutical services. The center also has collaborating partnerships with the Partners In Wellness Program (Feist –Weiller Cancer Center) to provide mobile mammography services, the David Raines Community Health Center to provide low cost dental services, and Delta Pathology to provide pathology laboratory services. Additional provider agreements are maintained with Minden Medical Center, CHRISTUS Schumpert Health System, Willis Knighton Health System, Springhill Medical Center, North Caddo Medical Center, and several private clinics. The center also has an ongoing academic/clinic partnership with LSUHSC-S Medical School, and the NSU College of Nursing undergraduate, family nurse practitioner & women's health nurse practitioner program.

The MLKHC Special Projects Coordinator will serve as the Project Director for the Martin Luther King Health Center Navigator Program. He will be responsible for developing and implementing program activities and ensuring MLKHC Navigators comply with the requirements of the cooperative agreement. The MLKHC is a Louisiana Medicaid Application Center (English

& Spanish) and Navigator staff is certified to complete Medicaid enrollments. The MLKHC Executive Director will be responsible for the overall fiscal and programmatic fulfillment of the agreement deliverables.

**MLKHC Paid Staff:**

<u>Name of staff</u>	<u>Education</u>	<u>Experience</u>	<u>Present/relevant projects</u>
<p>██████████ Executive Director (FTE)</p>	<p>Master of Social Work Master of Liberal Arts</p>	<p>1. 1975 - 2000 American Red Cross</p> <p>2. 2000 - 2003 YWCA of Northwest Louisiana</p> <p>3. Aug. 2003 - present Martin Luther King Health Center</p> <p>4. 2008 – present LSU-S</p>	<p>1. Health &amp; Safety Director – 9 parish area of northwest Louisiana – managed training &amp; contracts for all Red Cross safety programs. Served as instructor trainer &amp; instructor for all Red Cross courses.</p> <p>2. Health &amp; Education Director – managed outreach &amp; education programs, responsible for meeting grant/contract objectives &amp; reporting</p> <p>3. Executive Director – manage all programs &amp; services; medical case management; fiscal responsibility.</p> <p>4. Adjunct Instructor – Community Health/Responding to Emergencies/Medical Terminology</p>
<p>██████████ Special Projects Coordinator (FTE)</p>	<p>BS Psychology Master of Public Health</p>	<p>1. June 2006 – July 2009 – Resource Center for ElderCare Solutions</p> <p>2. February 2010 – January 2011 – LSUHSC-S Ophthalmology Clinic</p> <p>3. August 2009 – May 2011 – LSUS – Graduate Assistant</p> <p>4. August 2010 – present –</p>	<p>1. Data management for eldercare resource company. Worked with elderly clients concerning financial &amp; independent living resources.</p> <p>2. Worked with patients by organizing patient information, scheduling appointments, and entering charge information into hospital database.</p> <p>3. Assisted in writing research proposals, gave lectures and led group discussions, teaching assistant for Introduction to Public Health Course.</p> <p>4. Special projects coordinator</p>

		Martin Luther King Health Center	for MLKHC – project/survey design & implementation; interpretation of data; volunteer recruitment & training. Oversee Women’s health program, and Social Media. Additional training: *Social & Behavioral Research *Health Information Privacy & Security for Clinical Investigators *Good Clinical Practice *Medicaid Enrollment
Women’s Health Advocate (FTE)	BS Community Health	June 2010 – present Martin Luther King Health Center	Women’s Health Advocate – outreach, education, patient advocacy for women’s health program
Hispanic Health Advocate (FTE)	BS Business/Field Administration	1. May 2000 – April 2004 – YWCA of Northwest LA  2. April 2004 – March 2010 – St. Catherine’s Community Center  3. March 2010 – present Martin Luther King Health Center	1. Hispanic outreach, education, patient advocacy for women’s health program  2. Program coordinator – Hispanic outreach, education, patient advocacy for women’s health program  3. Hispanic Outreach, education, patient advocacy for women’s health program, Medicaid enrollment
Community Health Advocate (½ FTE)	CNA	1. 1976 – 2013 LSUHSC - S  2. April 2013 to present Martin Luther King Health Center	1. Patient services  2. Patient services, Patient Partner, patient navigation, patient enrollment
Pharmacy Coordinator (FTE)	Registered Pharmacy Technician	1. 2005 - 2010 Mitchells Pharmacy  2. 2010 – present Martin Luther King Health Center	1. Pharmacy Technician  2. Pharmacy Coordinator – Oversee MLKHC Pharmacy, manage pharmaceutical patient assistance programs for indigent patients, ordering

<p>[REDACTED]</p> <p>Pharmacy Tech. (FTE)</p>	<p>Registered Pharmacy Technician</p>	<p>1. 2012 – present Martin Luther King Health Center</p>	<p>1. Pharmacy Technician – assist pharmacy coordinator, inventory control</p>
<p>[REDACTED]</p> <p>Clinic Support (1/2 FTE)</p>	<p>Master of Science +30</p>	<p>1. 1965- 1992 Bossier Parish Community College 2. 2005 – present Martin Luther King Health Center</p>	<p>1. Chair, Department of Science  2. Clinic support, file updates</p>
<p>[REDACTED]</p> <p>Clinic Support (1/2 FTE)</p>		<p>1. 1990 – 2011 City of Bossier, LA 2. 2013 – present Martin Luther King Health Center</p>	<p>1. Administrative offices  2. Clinic support, eligibility</p>

## Upload #4

**Applicant:** Martin Luther King Health Center, Inc.  
**Application Number:** NAV2013000012  
**Project Title** Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Exchanges  
Martin Luther King Health Center - Navigator Program  
**Status:** Review in Progress  
**Document Title:** OtherNarrativeAttachments-Attachments-1237-MLKHC - Project Abstract.pdf

**Martin Luther King Health Center, Inc.**  
**Martin Luther King Health Center Navigator Program**  
**Cooperative Agreement to Support Navigators in Federally – facilitated and State Partnership**  
**Exchanges**  
**Project Abstract**

The Martin Luther King Health Center (MLKHC) is a private registered 501(c) (3) non-profit primary health care center and pharmacy, incorporated in 1986, and domiciled in the parish of

██████████. The Martin Luther King Health Center Navigator Program

provides services for eligible uninsured and uninsured residents of ██████████

and will consist of the following functions:

- Conducts public education about the availability of qualified health plans;
- Distributes fair, impartial information about enrollment in qualified health plans;
- Facilitates enrollment in qualified health plan;
- Refers consumers who need help resolving a problem with their plan or with their premium assistance to a consumer assistance program, another appropriate agency or to an ombudsman program;
- Provides all information in a culturally and linguistically appropriate manner to the population being served by the exchange.

Total budget for this program is \$83,636, which is utilized to fulfill the standards and certification requirements to serve as a Navigator and to develop a public educational campaign to assist consumers, who are eligible to purchase coverage, learn about their new coverage options and facilitate enrollment. Program components include a mass media campaign, public informational education presentations, participating in health fairs & trade fairs, one-on-one interactions with consumers, and the dissemination of print materials through various outreach venues. All services, media and print material is offered in English and Spanish.

## Upload #5

**Applicant:** Martin Luther King Health Center, Inc.  
**Application Number:** NAV2013000012  
**Project Title:** Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Exchanges  
Martin Luther King Health Center - Navigator Program  
**Status:** Review in Progress  
**Document Title:** OtherNarrativeAttachments-Attachments-1236-MLKHC - Conflict of Interest Statement.pdf

**Martin Luther King Health Center  
Exchange Navigator Conflict of Interest Statement**

The Martin Luther King Health Center (MLKHC) does not have an ownership stake or other investment in a health or supplementary insurer or its subsidiaries; nor is it an entity receiving direct or indirect consideration from insurers in connection with the enrollment of any individuals or employees in a health plan or supplementary plan.

The Navigator grantee and all those individuals who serve as Navigators under the direction of the Navigator grantee, must fully comply and attest by signature with the prohibitions in § 155.210(d), outlined below and all other stated conflict-of-interest requirements. Individuals, who serve as Navigators must sign the below statement attesting that he/she does not have a conflict of interest and is not prohibited from service as a Navigator:

- Is employed by or has immediate family employed by an insurer and/or their subsidiaries, or any other close relationship to an insurer and/or their subsidiaries.  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- Is associated with or has immediate family associated with an association or other group or subsidiary that includes members of, or lobby on behalf of the insurance industry. \_\_\_\_\_ Yes \_\_\_\_\_ No
- Is a provider entity (including but not limited to, hospitals, clinics, and physician practices) that are directly or indirectly owned by, or exclusively contract with a single insurer or its subsidiaries.  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- Is associated with any entities receiving direct or indirect consideration from insurers in connection with the enrollment of any individuals or employees in a Qualified Health Plan or a non-Qualified Health Plan. \_\_\_\_\_ Yes \_\_\_\_\_ No
- Receives or has subcontractors receive direct or indirect consideration from a health insurer that is not in connection with enrollment in a health plan, monetary or other value of such consideration.  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- Is a broker or agent that opts to serve as IPAs/Navigators and receives direct or indirect compensation or other consideration from health insurers or their subsidiaries. Such consideration includes, but is not limited to, commissions for renewals, pension income, and other sources of income from health insurers. \_\_\_\_\_ Yes \_\_\_\_\_ No
- Has an ownership stake or other investment in a health insurer or its subsidiaries. Those having a stake, will be required to provide an itemized list of such investments, the percentage of the total investment portfolio dedicated to such investments, and a plan to ensure that this investment will not pose a conflict of interest. \_\_\_\_\_ Yes \_\_\_\_\_ No

Any potential conflicts must be documented below in detail.

Did you answer yes to any of the statements above: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, describe: \_\_\_\_\_

Mitigation Plan: If conflict exists, yet is acceptable to continue serving in the Exchange Navigator program, then I (the applicant) will disclose this prior to providing services to consumers. If conflict exists, and it is deemed not acceptable, then I (the applicant) understand that I will be disqualified to serve as an Exchange Navigator under this program.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Upload #6

**Applicant:** Martin Luther King Health Center, Inc.  
**Application Number:** NAV2013000012  
**Project Title** Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Exchanges  
Martin Luther King Health Center - Navigator Program  
**Status:** Review in Progress  
**Document Title:** ProjectNarrativeAttachments-Attachments-1239-MLKHC - Cover Letter.pdf



# MARTIN LUTHER KING HEALTH CENTER

**Medical Director**  
[REDACTED]

**Pharmacist In Charge**  
[REDACTED]

**Executive Director**  
[REDACTED]

**President**  
[REDACTED]

**Vice President**  
[REDACTED]

**Treasurer**  
[REDACTED]

**Secretary**  
[REDACTED]

**Immediate Past President**  
[REDACTED]

**Directors**  
[REDACTED]

May 10, 2013

[REDACTED]  
Grants Management Officer  
Centers for Medicare and Medicaid Services  
Office of Acquisition and Grants Management  
[REDACTED]

Dear [REDACTED]:

The Martin Luther King Health Center is requesting funding in the amount of \$83,636 to act as an Exchange Navigator under the Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Exchanges. The Martin Luther King Health Center is an eligible entity to perform services un this Cooperative Agreement.

The project director will be [REDACTED] Special Projects Coordinator of the Martin Luther King Health Center.

Contact information:

[REDACTED]  
Special Projects Coordinator  
Martin Luther King Health Center  
[REDACTED]

FAX: [REDACTED]

EMAIL: [REDACTED]

Fiscal & Cooperative Agreement Management will be provided by [REDACTED] [REDACTED] Executive Director of the Martin Luther King Health Center. [REDACTED] has authority to sign contracts and agreements on behalf of the grantee.

**Contact information:**

[REDACTED]  
**Executive Director  
Martin Luther King Health Center**

[REDACTED]

**FAX:** [REDACTED]

**EMAIL:** [REDACTED]

**We look forward to working with you in the future. Please contact me if there are any questions and/or concerns regarding this application.**

[REDACTED]

**Executive Director  
Martin Luther King Health Center**

## Upload #7

**Applicant:** Martin Luther King Health Center, Inc.  
**Application Number:** NAV2013000012  
**Project Title** Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Exchanges  
Martin Luther King Health Center - Navigator Program  
**Status:** Review in Progress  
**Document Title:** SF424\_2\_1-1240-MLKHC - Areas Affected By Project.pdf

**Areas Affected By Project**

**Location of entity:**

**Martin Luther King Health Center**



**Target Population Residence:**



## Upload #8

**Applicant:** Martin Luther King Health Center, Inc.  
**Application Number:** NAV2013000012  
**Project Title** Cooperative Agreement to Support Navigators in Federally-facilitated and State Partnership Exchanges  
Martin Luther King Health Center - Navigator Program  
**Status:** Review in Progress  
**Document Title:** Form PerformanceSite\_1\_4-V1.4.pdf

### Project/Performance Site Location(s)

**Project/Performance Site Primary Location**  I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

\* Street1:

Street2:

\* City:  County:

\* State:

Province:

\* Country:

\* ZIP / Postal Code:  \* Project/ Performance Site Congressional District:

**Project/Performance Site Location 1**  I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

\* Street1:

Street2:

\* City:  County:

\* State:

Province:

\* Country:

\* ZIP / Postal Code:  \* Project/ Performance Site Congressional District:

Additional Location(s)

