



FY 2021 Dental Safety Net Grant

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
PO Box 64882
St. Paul, MN 55164-0882
651-201-3860
Randi.Callahan@state.mn.us
www.health.state.mn.us

07/21/2020

To obtain this information in a different format, call: 651-201-3680

Table of Contents

FY 2021 Dental Safety Net Grant	1
RFP Part 1: Overview	3
1.1 General Information	3
1.2 Program Description.....	3
1.3 Funding and Project Dates	3
1.4 Eligible Applicants.....	4
1.5 Questions and Answers	4
RFP Part 2: Program Details	5
2.1 Priorities.....	5
2.2 Eligible Projects.....	5
2.3 Grant Management Responsibilities	5
2.4 Grant Provisions	6
2.5 Review and Selection Process	10
RFP Part 3: Application and Submission Instructions	12
3.1 Application Deadline	12
3.2 Application Submission Instructions	12
3.3 Application Instructions.....	12

RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** FY 2021 Dental Safety Net Grant Request for Proposals (RFP)
- **Minnesota Department of Health (MDH) Program Website:**
<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#dentalsn>
- **ORHPC Funding - Minnesota Dept. of Health**
- **Application Deadline:**
 - November 9, 2020 (Step 1) by 12:00 PM
 - November 23, 2020 MDH will send Grant Distribution Announcement to all eligible applicants.
 - December 7, 2020 (Step 2) by 12:00 PM

1.2 Program Description

Minnesota Statute 145.929 authorizes the Commissioner of Health to award grants to support eligible dental providers who serve the uninsured. Funds will be awarded each year proportionally among all eligible programs, based on the total number of uninsured patients under the age of 21 served.

1.3 Funding and Project Dates

Funding

The Legislature has appropriated up to \$113,000 in Fiscal Year 2021. Funding will be allocated by formula, among eligible applicants.

Eligible dental organizations will receive a percentage of the available funding based on a simple ratio of the number of individual uninsured patients under the age of 21 served by each provider as a portion of the total number of individual uninsured patients under the age of 21 served by all eligible providers.

As determined by statute, no single eligible provider will receive less than 2 percent or more than 30 percent of the total appropriation for this grant. If the number of clinics is such that the minimum of 2 percent cannot be provided to each eligible provider, MDH will limit eligibility to the 20 eligible providers who serve the highest number of uninsured patients under the age of 21.

Funding	Estimate
Estimated Amount to Grant	\$113,000
Estimated Number of Awards	Based on the number of eligible applicants
Estimated Award Maximum	\$33,900
Estimated Award Minimum	\$2,260

Match Requirement

No match requirement for this grant.

Project Dates

RFP Published:	September 14, 2020
Grant Application for Step 1 due to MDH	November 9, 2020
Grant Distribution Announcement	November 23, 2020
Grand Budget for Step 2 due to MDH	December 7, 2020
Estimated Grant Agreement Start Date	January 2, 2021

1.4 Eligible Applicants

Eligible applicants are provider organizations who fulfill all of the following criteria:

- The provider is a current Critical Access Dental provider, as designated by the Minnesota Department of Human Services (DHS);
- The provider is a nonprofit organization;
- The provider is **not** affiliated with, owned by, or managed by a hospital or medical group;
- The provider offers free or reduced-cost oral health care to low-income patients under the age of 21 with family incomes below 275 percent of federal poverty guidelines who do not have insurance coverage for oral health care services; and
- The provider is able to demonstrate that more than 80 percent of patient *encounters* in the last 12 months were with patients who are uninsured, or covered by Medical Assistance or MinnesotaCare.

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email or phone to Randi.Callahan@state.mn.us or 651-201-3860. Please submit questions no later than 4:30 p.m. Central Time, on Wednesday September 9, 2020.

To ensure the proper and fair evaluation of all applications, other communications regarding this RFP including verbal, telephone, written or internet initiated by or on behalf of any applicant to any employee of the Department, other than questions submitted to as outlined above, are prohibited. **Any violation of this prohibition may result in the disqualification of the applicant.**

RFP Part 2: Program Details

2.1 Priorities

Health Equity Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [The Policy on Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

When the Legislature created this grant program, the purpose was to ensure access to health care services for uninsured populations, especially children.

2.2 Eligible Projects

Ineligible Expenses Grant projects should improve access to underserved patients, in particular uninsured children. Eligible expenditures may only be incurred when the grant agreement is fully executed and the grant has reached its effective date. Eligible expenses include:

- Salaries
- Fringe
- Supplies
- Travel
- Equipment and Capital Improvements
- Contracted Services
- Other (Define)

Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Indirect expenses
- Bad debts, late payment fees, finance charges, or contingency funds

2.3 Grant Management Responsibilities

Grant Agreement

Each grantee must formally enter into a grant agreement. The grant agreement will address the conditions of the award, including implementation for the project. Once the grant agreement is signed, the grantee is expected to read and comply with all conditions of the grant agreement.

No work on grant activities can begin until a fully executed grant agreement is in place.

The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Accountability and Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports with each invoice until all grant funds have been expended and all of the terms in the grant agreement have been met. Reporting documents will be provided shortly after a fully executed contract.

The reporting and invoice schedule will be:

Due by:

January 2, 2021-June 30, 2021

July 16, 2022

July 1, 2021-December 31, 2021

January 15, 2022

Grant Monitoring

The monitoring schedule will be: The monitoring schedule will be in keeping with Minn. Stat. §16B.97 and [Policy on Grant Monitoring](#) guidelines.

Grant Payments

Per [State Policy on Grant Payments](#), reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless MDH has given the grantee a written extension.

2.4 Grant Provisions

Contracting and Bidding Requirements

(a) Municipalities A grantee that is a municipality, defined as a county, town, city, school district or other municipal corporation or political subdivision of the state authorized by law to enter into contracts is subject to the contracting requirements set forth under Minn. Stat. § 471.345. Projects that involve construction work are subject to the applicable prevailing wage laws, including those under Minn. Stat. § 177.41, et. seq.

(b) Non-municipalities Grantees that are not municipalities must adhere to the following standards in the event that duties assigned to the Grantee are to be subcontracted out to a third party:

- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process consistent with the standards set

DENTAL SAFETY NET GRANT FY2021

forth under Minnesota Statutes 16B.

- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- iv. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - Minnesota Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List (<http://www.mmd.admin.state.mn.us/process/search>);
 - Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program (<https://mnucp.metc.state.mn.us/>) or
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program (<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development/central>).
- v. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- vi. The grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- vii. Notwithstanding (i) - (iv) above, State may waive bidding process requirements when:
 - Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant or
 - There is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- viii. Projects that include construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under Minnesota Statutes 177.41 through 177.44.
- ix. Grantee must not contract with vendors who are suspended or debarred in

MN: The list of debarred vendors is available at:
<http://www.mmd.admin.state.mn.us/debarredreport.asp>.

Conflicts of Interest

MDH will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98](#) and [Conflict of Interest Policy for State Grant-Making](#).

Applicants must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work contemplated by this RFP. The list must provide the name of the entity, the relationship, and a discussion of the conflict. Submit the list as an attachment to the application. If an applicant does not submit a list of conflicts of interest, MDH will assume that no conflicts of interest exist for that applicant.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Public Data and Trade Secret Materials

All applications submitted in response to this RFP will become property of the State. In accordance with Minnesota Statute Section 13.599, all applications and their contents are private or nonpublic until the applications are opened.

Once the applications are opened, the name and address of each applicant and the amount requested is public. All other data in an application is private or nonpublic data until completion of the evaluation process, which is defined by statute as when MDH has completed negotiating the grant agreement with the selected applicant.

After MDH has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in Minn. Stat. § 13.37, Subd. 1(b). A statement by an applicant that the application is copyrighted or otherwise protected does not prevent public access to the application or its contents. (Minn. Stat. § 13.599, subd. 3(a)).

If an applicant submits any information in an application that it believes to be trade secret information, as defined by Minnesota Statute Section 13.37, the applicant must:

- Clearly mark all trade secret materials in its application at the time it is submitted,
- Include a statement attached to its application justifying the trade secret designation for each item, and

- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless MDH and the State of Minnesota, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense.
- This indemnification survives MDH's award of a grant agreement. In submitting an application in response to this RFP, the applicant agrees that this indemnification survives as long as the trade secret materials are in possession of MDH. The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

MDH reserves the right to reject a claim that any particular information in an application is trade secret information if it determines the applicant has not met the burden of establishing that the information constitutes a trade secret. MDH will not consider the budgets submitted by applicants to be proprietary or trade secret materials. Use of generic trade secret language encompassing substantial portions of the application or simple assertions of trade secret without substantial explanation of the basis for that designation will be insufficient to warrant a trade secret designation.

If a grant is awarded to an applicant, MDH may use or disclose the trade secret data to the extent provided by law. Any decision by the State to disclose information determined to be trade secret information will be made consistent with the Minnesota Government Data Practices Act (Minnesota Statutes chapter 13) and other relevant laws and regulations.

If certain information is found to constitute trade secret information, the remainder of the application will become public; in the event a data request is received for application information, only the trade secret data will be removed and remain nonpublic.

Audits

Per [Minn. Stat. §16B.98](#) Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Affirmative Action and Non-Discrimination Requirements for all Grantees

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. §363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in

employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part [5000.3500](#)

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

2.5 Review and Selection Process

Review Process

Grant funding will be allocated by formula, determined by statute, as follows:

Eligible dental organizations who submit a complete application will receive a percentage of the available funding based on a simple ratio of the number of individual uninsured patients under the age of 21 served by each provider, as a portion of the total number of individual uninsured patients under the age of 21 patients served by all eligible providers.

No single eligible provider will receive less than 2 percent or more than 30 percent of the total appropriation for this grant.

MDH will review all applications for completeness and eligibility, and is responsible for award decisions. **The award decisions of MDH are final and not subject to appeal.** Additionally:

- MDH reserves the right to withhold the distribution of funds in cases where proposals submitted do not meet the necessary criteria.
- The RFP does not obligate MDH to award a grant agreement or complete the project, and MDH reserves the right to cancel this RFP if it is considered to be in its best interest.
- MDH reserves the right to waive minor irregularities or request additional information to further clarify or validate information submitted in the application, provided the application, as submitted, and substantially complies with the requirements of this RFP. There is, however, no guarantee MDH will look for information or clarification outside of the submitted written application. Therefore, it is important that all applicants ensure that all sections of their application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

Grantee Past Performance and Due Diligence Review Process

- It is the policy of the State of Minnesota to consider a grant applicant's past performance before awarding subsequent grants to them.
- State policy requires states to conduct a financial review prior to a grant award made of \$25,000 and higher to a nonprofit organization, in order to comply with [Policy on the Financial Review of Nongovernmental Organizations](#)

Notification

After Step 1 of the application process, MDH anticipates notifying all eligible applicants via email of award amounts before or on **November 23, 2020**.

RFP Part 3: Application and Submission Instructions

This grant uses a two-step application process. Please read instructions carefully. The information submitted in Step 1 will be used to determine eligibility and the grant award amounts for eligible applicants. Step 2 is for applicants to submit a project proposal detailing how they will use the grant funding determined in Step 1.

Late applications will not be accepted. It is the applicant's sole responsibility to allow sufficient time to address all potential delays caused by any reason whatsoever. MDH will not be responsible for delays caused by mail, delivery, computer or technology problems.

3.1 Application Deadline

All applications for Step 1 must be received by MDH no later than 12:00 p.m. Central Time, on November 9, 2020. All applications must be emailed to Randi.callahan@state.mn.us. Please include all required documents as attachments and named accordingly.

Late applications will not be accepted. It is the applicant's sole responsibility to allow sufficient time to address all potential delays caused by any reason whatsoever. MDH will not be responsible for delays caused by computer or technology problems.

3.2 Application Submission Instructions

Submit one copy of the completed application to Randi.Callahan@state.mn.us. Final applications must be received by at the MDH Office of Rural Health and Primary Care no later than 12:00 PM Central Standard Time on Monday November 9, 2020. MDH will not be responsible for delays due to computer or technology problems. **Late applications will not be reviewed.**

3.3 Application Instructions

You must submit the following in order for the application to be considered complete:

STEP 1: complete and submit the Step 1 Application Form and the Due Diligence form along with additional information outlined below, which includes a written organization description, data sufficient to determine eligibility and the award amount, and other required attachments. Do not submit the documents and forms from Step 2 until after the Grant Distribution Announcement is sent by MDH. Step 1 required documents:

- **Step 1 Grant Application Form (standard form, download from:**
<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#dentalsn>
Applicants are required to complete and submit this form. Complete all items. The CEO or CFO of the organization must sign the form to verify the accuracy of the data. One copy of the application must bear an original signature, title and date.
- **Due Diligence Form (standard form, download from:**
<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#dentalsn>
All applicants for MDH grants above \$25,000 must complete this form.

- **Organization Description (four pages maximum, double-spaced)** Write and submit a brief summary of the organization, which includes the following:
 - Description of the organization. Describe the history, geographic area, patients served, administrative structure, nonprofit status, and budget.
 - Description of the organization's charity care policy.
- **Data to Determine Eligibility and Award Amount**
 - In order to determine the award amount, applicants must submit spreadsheet or table which verifies questions #7 and #8 on the Step 1 Grant Application Form. The spreadsheet or table must verify that more than 80 percent of all dental *encounters* (i.e. visits) from July 1, 2019 to June 30, 2020 were with patients who were uninsured, or covered by Medical Assistance or MinnesotaCare. Data can be in the form of a spreadsheet or table, detailing the total payer mix of the organization during the timeframe. Encounters must be defined the same for all patient visits.
 - In order to determine the award amount, applicants must include a spreadsheet or table which verifies question #9 on the Step 1 Grant Application Form. The spreadsheet or table must include the total number of uninsured *patients* (i.e. individuals) under the age of 21 served from July 1, 2019 to June 30, 2020. The spreadsheet or table may also include the number of encounters per uninsured patient, and HIPAA-compliant data on geography, demographics, and age.
- **Required Attachments**
 - The organizations most recent audited financial statement or 990 form.
 - Original documentation showing that the clinic offers free or reduced-cost oral health care to low-income patients under the age of 21 with family incomes below 275 percent of the federal poverty guidelines who do not have insurance coverage for oral health care services.
 - Documentation showing current Critical Access Dental provider status, as determined by the Minnesota Department of Human Services (DHS).

MDH reserves the right to request audited financial statements and/or claims at any time to verify the accuracy of the data used to determine eligibility or the award amount.

Incomplete applications will be rejected and not evaluated.

Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated. **MDH reserves the right to reject any application that does not meet these requirements.**

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

All costs incurred in responding to this RFP will be borne by the applicant.

Grant Distribution Announcement

After receipt of STEP 1 applications and verification of completeness and eligibility, MDH will calculate the grant distribution. Using responses to Question # 9 on the Step 1 Grant Application Form submitted in STEP 1, MDH will use a simple ratio of the number of uninsured patients under the age of 21 served by each eligible provider over the total number of uninsured patients under the age of 21 served by all eligible providers.

On or before November 23, 2020, MDH will announce the award amounts via email to the primary contact listed on the Application Form. Grant awardees will then have roughly two weeks to draft a project description and a detailed budget explaining how state grant funds will be spent during the grant period.

STEP 2: After receipt of the Grant Distribution Announcement, complete and submit a Project Description, Work plan, Budget Form, and a Budget Narrative as described below. Step 2 required documents:

1. Project Description (four pages maximum, double-spaced)

Write and submit a grant Project Description that includes:

- A detailed description of the project activities to be funded with grant dollars.
- A problem statement describing what issues or concerns the project will address.
- A description of the group or population who will benefit from the project.
 - A Work Plan (standard form, download form)
<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#dentalsn>

2. Budget Form (standard form, download from:

<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#dentalsn>

This standard MDH grant Budget Form provides the categories to be used for defining grant expenditures.

3. Budget Narrative (two pages maximum, double-spaced)

Write and submit a detailed budget narrative defining how grant funds will be spent, by category. Grant funds may be used for operating costs to offset the cost of treating the uninsured.

For each of the requested cost items on the Budget Form, you must provide a rationale and details regarding how the budgeted cost items were calculated. Label this concise narrative “Budget Justification” and follow the categories on the Budget Form in your narrative.

- Personnel
 - For this line, describe all grant funds used to pay for program (administrative) staff. Include all salary and fringe to be paid out of grant funds.
- Salary and Fringe

DENTAL SAFETY NET GRANT FY2021

- For these lines, describe all salaries and fringe to be paid to health care providers to be paid using grant funds. Include the number of providers and the proportion of total salary and fringe to be paid using grant funds.
- Travel
 - Include a detailed description of proposed travel for the direct operation of the project. Provide the number of miles planned for program activities as well as the rate of reimbursement per mile to be paid from grant funds.
- Supplies
 - Include a description of any grant-funded supplies needed for the project.
- Contracted Services
 - Describe any grant funding to be used for contracted services from outside vendors or consultants.
- Equipment and Capital Improvements
 - Describe any grant funding to be used to purchase equipment, or to make capital improvements.
- Other Expenses
 - Whenever possible, describe proposed expenditures in the categories listed above. If it is necessary to describe expenditures in this general category, include a detailed description of the activities for the direct operation of the project. If possible, include a separate line-item budget and budget narrative.

Incomplete applications will be rejected and not evaluated.

Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated. **MDH reserves the right to reject any application that does not meet these requirements.**

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

All costs incurred in responding to this RFP will be borne by the applicant.