



# Clinical Dental Education Innovations Grant

GRANT REQUEST FOR PROPOSAL (RFP) FOR FY2021

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01/13/2020

To obtain this information in a different format, call: 651-201-3860 Printed on recycled paper.

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## RFP Part 1 Overview

### 1.1 General Information

**Announcement Title:** Clinical Dental Education Innovations Grants

**Minnesota Department of Health (MDH) Program Website:**

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

**Application Deadline:** April 3, 2020

### 1.2 Program Description

Clinical training is a requirement for dental professionals to become licensed, but opportunities to receive clinical training are limited. Under the authority of Minnesota Statutes Section 62J.692, Subdivision 7a, the Commissioner of Health is authorized to award grants to sponsoring institutions and clinical dental training sites for projects that increase dental access for underserved populations and promote innovative clinical dental education or clinical training programs. Individual providers applying alone are not eligible for grants, nor are clinical training sites or institutions outside of Minnesota.

Potential uses of grant funds include expanding existing clinical training programs that have demonstrated success in providing dental services to underserved populations and in developing or implementing new programs designed to improve access for underserved populations. Programs must use dental occupations residents or students in dental professional training programs. Grants must be used to fund costs directly related to the established or ongoing operation of an accredited clinical dental education program or to establish or expand an accredited clinical dental training program at a Medicaid-eligible site. Examples of potential uses of funds include, but are not limited to:

- development of curricula for new dental-only or interdisciplinary programs,
- training programs for new dental professions such as dental therapy,
- outreach to potential patients and trainees through teledentistry systems,
- recruitment of volunteer or paid preceptors, and/or
- other expenses related to establishing new clinical training sites or expanding services at existing sites.

## 1.3 Funding and Project Dates

### Funding

Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant agreement is fully executed and the grant has reached its effective date.

Funding	Estimate
Estimated Amount to Grant	Approx. \$1,100,000
Estimated Number of Awards	8-12
Estimated Award Maximum	Approx. \$150,000
Estimated Award Minimum	Approx. \$30,000

### Match Requirement

No match requirement for this grant.

### Project Dates

- RFP published February 10, 2020
- Grant Application due to MDH April 3, 2020
- Grant Announcement to Applicants May 29, 2020
- Grant Agreements begin (est.) July 1, 2020

## 1.4 Eligible Applicants

Eligible applicants include teaching institutions that train dental professionals and clinical training sites that increase dental access for underserved populations and promote innovative clinical training of dental professionals. The teaching institution or the clinical training site must provide accredited clinical training.

## 1.5 Questions and Answers

All questions regarding this RFP must be submitted by email or phone to [Randi.Callahan@state.mn.us](mailto:Randi.Callahan@state.mn.us) or 651-201-3860. Please submit questions no later than 12:00 p.m. central time, on April 2, 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.

## 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.

#### Program Priorities

- Areas of the state where the number of dental providers is not sufficient to meet the needs of public program recipients, uninsured individuals or other underserved populations.
- Demonstrate the potential for sustaining access to underserved populations in the long term;
- Use innovative clinical training models to achieve improved access while offering instructional content;
- Address unmet dental workforce needs.

### 2.2 Eligible Projects

While project eligibility is broad, proposed projects must result in a direct and quantifiable benefit.

Eligible projects under this program may include:

- Establishing or expanding a dental professional clinical training program;
- Providing dental services to underserved population(s);
- Building or renovating clinic space;
- Establishing, updating or improving information, data collection or billing systems, including electronic health records systems.
- Procuring, modernizing or replacing equipment used in the delivery of direct dental care at a clinic.
- Providing improvements for care delivery, such as increased translation and interpretation services.
- Improving the applicant's ability to provide dental care to the vulnerable populations they serve.

#### Eligible Expenses

- Salaries
- Fringe Benefits
- Contracted Services

- Travel
- Related training expenses
- Supplies
- Equipment
- Capital Improvements
- Accredited educational institution fees related to clinical training
- Other related expenses (must be clearly defined by the applicant)

## **Ineligible Expenses**

Ineligible expenses include but are not limited to:

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

## **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.

### **Duration of Grant**

Grant projects will be approved for the period July 2020 through December 2021. The anticipated start date of the grant agreements for successful applicants is July 1, 2020. In recent years, the average awards have been between \$125,000- \$150,000. MDH anticipates making approximately eight to twelve grant awards. Innovative proposals that make an extraordinarily strong case will receive funding.

### **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 at least semi-annually until all grant funds have been expended and all of the terms in the grant agreement have been met.

#### **The reporting and invoice schedule will be:**

- July 1, 2020– December 31, 2020
- January 1, 2021 – June 29, 2021

- July 1, 2021 - December 31, 2021

## Grant Monitoring

Minn. Stat. §16B.97 and Policy on Grant Monitoring require the following:

- One monitoring visit during the grant period on all state grants over \$50,000
- Annual monitoring visits during the grant period on all grants over \$250,000
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants over \$50,000

## Technical Assistance

All questions regarding this RFP must be submitted by email or phone to [Randi.Callahan@state.mn.us](mailto:Randi.Callahan@state.mn.us) or 651-201-3860.

## 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.

### The invoicing and reporting schedule will be:

### Date Due to MDH

- |                                     |                  |
|-------------------------------------|------------------|
| • July 1, 2020 – December 31, 2021  | January 18, 2021 |
| • January 1, 2021 – June 29, 2021   | July, 19, 2021   |
| • July 1, 2021 -- December 31, 2021 | January 17, 2022 |

## 2.4 Grant Provisions

### 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

MDH will review all committee recommendations 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.

### **Selection Criteria and Weight**

The review committee will be reviewing each applicant on a 100 point scale. A standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria. Please see Attachment C for more information on the evaluation criteria.

### **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**

MDH anticipates notifying all applicants via email of funding decisions on or about 06/11/2019.

## RFP Part 3: Application and Submission Instructions

### 3.1 Application Deadline

**All applications must be received by MDH no later than 12:00 p.m. Central Time, on April 3, 2020. If applications are mailed, they must be received by MDH by the deadline.**

**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. The applicant will incur all costs incurred in applying to this RFP.

### 3.2 Application Submission Instructions

Submit one original and one copy of the complete application. Applications should be on 8.5x11 paper, one inch margins, double-spaced, single sided and in the order prescribed below. 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 Friday, April 3, 2020.

**If sending application via the US Post Office, mail to:**

Randi Callahan, Grant Manager  
Minnesota Department of Health, ORHPC  
PO Box 64882  
St. Paul, MN 55164-0882

**If sending application via courier or next day delivery services, send to:**

Randi Callahan, Grant Manager  
Minnesota Department of Health, ORHPC  
85 East 7<sup>th</sup> Place, Suite 220  
St. Paul, MN 55101

**If sending application electronically, email all required documents and attachments to:**

[Randi.Callahan@state.mn.us](mailto:Randi.Callahan@state.mn.us)

### 3.3 Application Instructions

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

- Grant Application Form (Attachment A)
- Project Abstract (1-page limit)
- Project Budget Form (Attachment B)
- Budget Justification Narrative (3-page limit)
- Project Narrative (12 page limit)
  - Applicant Information (2-page limit)
  - Project Description (6-page limit)
  - Project Work Plan (4-page limit)
- Proof of Accreditation (for education programs)

- Proof of Medicaid enrollment (for clinical training sites)
- Due Diligence Questionnaire
- A one-page organization financial statement including total revenue and expenditures and revenue/expenditures by category. This may be the most recent 990 statement, a current organizational financial statement, or a similar document. Financial statements must be pertinent to the program, not of a larger organization.

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.

### **Project Abstract**

The project abstract should follow the following format: 1-page limit, double-spaced, 12-point font and one-inch margins. The abstract should include:

1. Organization name and the address where the project will take place.
2. A brief overview of the project as a whole.
3. Specific, measurable objectives that the project will accomplish.
4. How the proposed project for which funding is requested will be accomplished, i.e., the "who, what, when, where, how" of a project.

### **Project Budget Form**

This form can be found on Attachment B. The cost items included in the Grant Funds Requested column are those that will be supported by grant funds. Non-grant funds are not required but may be provided to offer grant reviewers a better understanding of the total cost of the grant project. The budget should be specific to the grant project described in the applicant's project narrative and is not intended to represent the organization's total budget. Forms are not required to meet font, margin and page number formats.

### **Budget Justification Narrative**

The budget justification should include an explanation for each of the cost items for which grant funds are being requested on the Budget Form and follow the following format: 3-page limit, 12-point font, one-inch margins, page numbers and name of applicant on each page. The 3-page limit is specific to the budget narrative and does not include the Budget Form.

Justification for each cost item should provide detail on how the budgeted cost items were calculated. It may also be useful to note how any remaining costs not supported by the grant

will be funded. Every cost item for which grant funds are being requested should clearly tie to the project description of the project narrative as well as to the work plan activities.

Explanations for each cost item should include:

- The total grant funds requested for the cost item as shown on the budget form.
- Details on how the budgeted cost item was calculated.

The following examples provide illustrations of the type of information necessary. Examples for each cost item are not included.

**EXAMPLE Salary and Fringe: Grant Funds Requested \$26,393**

- Jane Doe, Registered Nurse; annual salary \$29,572; 0.75 FTE for grant = \$22,179
- Fringe Benefits (@19%) = \$4,214 (Fringe benefits include: life/health insurance, FICA, unemployment, worker's compensation insurance coverage, ...).
- Remaining salary costs will be supported by organization funds.
- Total = \$26,393 (Total of all salary and fringe should match budget form).

## **Project Narrative**

In addition to providing details about the proposed grant project, the purpose of the project narrative is provide context for the project and document the organization's ability to successfully provide services to the targeted population.

The project narrative must be in 12-point font and double spaced with one-inch margins. Each page must also include the name of the applicant and a consecutive page number. The narrative should follow the content format below. Failing to provide all the requested information and in the order prescribed may result in a lower score during the application review. The total page limit specific to the project narrative is 12 pages, which includes 2 pages for Applicant Information, 6 pages for Project Description and 4 pages for Project Work Plan.

Observations from previous grant review committees that may assist in writing a strong project narrative include the following:

- Clarity – Applications that were written clearly and concisely and tied together the project, the problem statement, the need of the patients/community and the budget scored better.
- Page Limit and Format – Applications that were concise and followed the format of the guidance and the page limits were easier to review and generally fared better.
- Projects vs. Offset – Grant proposals should include a specific project with measurable outcomes. Applications seeking funds to offset general clinical costs did not score well.
- Problem Statement – Applicants that provided a problem statement that was concise and representative of a problem scored better.
- Project Need – Demographic data and information provided to support the need for the project should correlate to the problem statement. Applicants need to adequately support the health/demographic issues listed in the Project Need section with data.
- Objectives vs. Activities – Objectives need to be measurable by something greater than “done or not done”. The outcome measures should support what the grant project is

intending to accomplish. Because they are broader in scope, generally two to three objectives for a grant project is sufficient. The work plan should also include activities – things staff will “do” to accomplish the objectives. Applications that followed the suggested format provided under Section III of the project narrative fared better.

- Project Completion – Applicants should be able to complete the grant project during the grant period. Projects that could clearly be completed on time fared better.

#### **A. Applicant Information (2-page limit)**

##### Eligibility and Organizational Background

1. Briefly describe the organization’s history, mission and goals. If the proposed project includes a collaborating community partner, a brief description of the partner’s organization should be included.
2. Describe the organization’s geographic service area (you may append a map).
3. Describe the services provided by the organization. At a minimum, the description should include the following:
  - a. Dental services provided by the clinic/organization;
  - b. The primary population(s) served by the organization;
  - c. Information about the innovative clinical dental education program(s) or plans to create a program;
  - d. Information about how the organization will increase and improve dental access for underserved populations and promote innovative clinic training of dental professionals;
  - e. Evidence of collaboration between the organization and the communities it serves.

#### **B. Project Description and Collaboration (6-page limit)**

1. Problem Statement: Provide a clear and concise (one to two sentences) statement of a problem experienced by the target population that your grant project is intending to address.
2. Project Description: The proposed project should address the problem described in the problem statement. Please include the following:
  - a. Describe what is innovative about your proposal.
  - b. Explain how the project will use an innovative approach to clinical training and how the project differs from existing clinical education for dental hygiene, dental therapy, dental assistants, residents, etc.,
  - c. Explain how the applicant organization is or will be collaborating with existing providers of dental services, dental education providers, community organizations or other organizations and discuss the efficiencies you expect from the collaboration.
  - d. Explain in detail how the project will increase access to dental services for currently underserved populations, including current and projected estimates of patient encounters per year.
  - e. If the project has been funded before under this grant program, applicants should describe progress made in prior years, e.g. what were the goals and were they met?

3. **Project Need:** For the service area and/or patient population, provide demographic data and health information that correlates to the problem statement and describe how it supports the need for the grant project. Data unrelated to the problem statement will not increase the merit of the application.
4. **Health Disparities and Health Equity**  
Provide an explanation as to how the data supporting the need for the project is related to health disparities and how the project is intending to improve health equity.
5. **Support and Collaboration**  
Provide an explanation of how the project is supported by the community. Letters of support are strongly encouraged.

**C. Project Work Plan (4-page limit)**

This section may be presented in a narrative or table format. It works well in table format but it is not required to be provided in both formats. A sample Work Plan table is provided in Section D.

1. **Project Goal(s)**

Goal statements are optional but may help the applicant formulate measurable objectives. One goal statement is sufficient.

A goal is a restatement of a problem in a way that describes what conditions will prevail if the problem is resolved or reduced. A goal is long term and not necessarily measurable, but it clearly establishes a connection between public health problems/priorities and the applicant's intentions.

2. **Objectives for Each Project Goal**

Identify and include one or more objectives the proposed project is intending to achieve.

- Must be tangible, measurable and achievable outcomes specific to what the proposed grant project is intending to accomplish. Grantees will be required to report measurable results from the objectives at the end of the grant period.
- Should be patient/client-centered with the focus on the targeted population and not on organization activities.
- Should pertain to what will happen within the target population, not what the clinic will "do" (which are activities within the work plan).
- Must include a current base percentage or number so that intended change is clear and measurable.
- Objectives contain four common elements:
  - An indicator (how the problem will change)
  - A target (a "who" or a "what," generally the client)
  - A time frame (when), and
  - The amount of measurable change expected in the indicator, or the target.

Objectives must be in the following format:

By (when, date), (% or # of change) from (% or # stated base) of (what population), will (indicator – do what, change how).

For example, an appropriately written objective is as follows:

By March 31, 2020, 95% (from 86% in 2018) of the grantee's registered canine pets will have up-to-date rabies vaccinations.

If a proposed objective includes that the grantee will do something, it would be considered an activity and will not score favorably in the review.

3. Activities for Each Project Objective (includes timeline and staff responsible).

Provide detailed activities which describe how the objective(s) will be accomplished by the applicant organization. Each activity must include the name and title of the person responsible for the activity and a time period in which the activity will be completed.

Grantees will be required to report progress of activities and accomplishments according to the reporting schedule below.

- **July 1, 2020 – December 31, 2020**
- **January 1, 2021 – June 29, 2021**
- **July 1, 2021 -- December 31, 2021**

**D. Work Plan Sample Table**

As noted above, the Work Plan may be presented in a narrative or table format. Below is a sample table. It is not required to provide the Work Plan in both formats.

PROJECT GOAL 1: (What conditions will prevail if the problem is resolved or reduced in long term.)

Objective A: (Must be measurable and achievable within grant period, see guidance above for format.)

Activities	Staff Responsible	Time Frame
1. (activity detail)	(name/title)	(activity complete by when)
2.	(name/title)	(complete date)
3.	(name/title)	(complete date)

Objective B: (Must be measurable and achievable within grant period, see guidance above for format.)

Activities	Staff Responsible	Time Frame
1. (activity detail)	(name/title)	(activity complete by when)

**RFP Submittal Checklist**

- Grant Application Form (Attachment A)
- Project Abstract (1-page limit)
- Project Budget Form (Attachment B)
- Budget Justification Narrative (3-page limit)
- Project Narrative (12-page limit)
  - Applicant Information (2-page limit)
  - Project Description (6-page limit)
  - Project Work Plan (4-page limit)
- Proof of Accreditation (for education programs)
- Proof of Medicaid enrollment (for clinical training sites)
- Due Diligence Questionnaire
- A one-page organization financial statement including total revenue and expenditures and revenue/expenditures by category. This may be the most recent 990 statement, a current organizational financial statement, or a similar document. Financial statements must be pertinent to the program, not of a larger organization.

**Please Note:**

Applicants should write activity description(s), budget and budget justification(s) so that if only a portion of the proposal is selected for funding reviewers will be able to determine the activity priority, cost associated with each proposed activity, the target population (elderly, children, community, etc.) and/or oral health profession.

## **RFP Part Four: Attachments**

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

- Attachment: Grant Application
- Attachment: Project Budget Form
- Attachment: Criteria for Evaluation