



Critical Access Dental Infrastructure

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health

PO Box 64882

St. Paul, MN 55164-0882

651-201-3780

Critical.Access.Dental.Infrastructure.MDH@state.mn.us

www.health.state.mn.us

02/22/2024

To obtain this information in a different format, call: 651-201-3780.

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RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** Critical Access Dental Infrastructure Program – Fiscal Year 2024
- **Minnesota Department of Health (MDH) Program Website:** [ORHPC Grants and Funding - MN Dept. of Health \(state.mn.us\)](https://www.state.mn.us/health/orhpc/grants-and-funding)
- **Application Deadline:** the application deadline has been extended to **4:30 PM, Monday, April 1, 2024**

1.2 Program Description

[Minnesota Session Law Chapter 70, Article 4, section 97](#) authorizes the Commissioner of Health to award grants to critical access dental providers for dental infrastructure projects that maintain or expand the provider’s capacity to serve [Minnesota Health Care Program](#) enrollees.

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	\$2,375,000
Estimated Number of Awards	10-15
Estimated Award Maximum	\$450,000
Estimated Award Minimum	\$100,000

Match Requirement

The Critical Access Dental Infrastructure Grant Program does not require matching funds.

Project Dates

Funding will be provided for one year, June 1, 2024 – May 31, 2025. It is expected that applicants will be able to complete the proposed project during the grant period.

1.4 Eligible Applicants

Eligible entities are Critical Access Dental Providers as defined in [Minnesota Statutes, section 256B.76, subdivision 4](#).

[Critical Access Dental Providers](#) are defined as:

- Nonprofit community clinics that:
 - Have nonprofit status in accordance with [Chapter 317A](#)
 - Have tax exempt status in accordance with [Internal Revenue Code, section 501\(c\)\(3\)](#)
 - Are established to provide oral health services to patients who are low income, uninsured, have special needs, and are underserved
 - Have professional staff familiar with the cultural background of the clinic's patients
 - Charge for services on sliding scale fee designed to provide assistance to low-income patients based on current poverty income guidelines and family size
 - Do not restrict access or services because of a patient's financial limitation or public assistance status and
 - Have free care available as needed.
- Federally qualified health centers, rural health clinics, and public health clinics.
- Hospital-based dental clinics owned and operated by a city, county, or former state hospital as defined in section [62Q.19, subdivision 1, paragraph \(a\), clause \(4\)](#)
- A dental clinic or dental group owned and operated by a nonprofit corporation in accordance with [chapter 317A](#) with more than 10,000 patient encounters per year with patients who are uninsured or covered by medical assistance or MinnesotaCare.
- A dental clinic owned and operated by the University of Minnesota or the Minnesota State Colleges and Universities system.
- Private practicing dentists *if*:
 - The dentist's office is located within the seven-county metro area and more than 50 percent of the dentist's patient encounters per year are with patients who are uninsured or covered by medical assistance or MinnesotaCare, or
 - The dentist's office is located outside the seven-county metro area and more than 25 percent of the dentist's patient encounters per year are with patients who are uninsured or covered by medical assistance or MinnesotaCare.

Collaboration

Collaboration is encouraged but is not required for the Critical Access Dental Infrastructure Grant Program.

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email or phone to Critical.Access.Dental.Infrastructure.MDH@state.mn.us or 651-201-3780. All answers will be posted within five business days at the [Critical Access Dental Infrastructure](#) program website.

Please submit questions no later than 4:30 p.m. Central Standard Time (CST), on March 25, 2024. Note that is deadline has been extended from March 19th.

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

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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 Information Meeting

An informational webinar will be held on Tuesday, March 12, 2024, at 9:00 am Central Time. [Click here to join the meeting.](#) The link will also be provided on the [Critical Access Dental Infrastructure](#) program website.

Materials from the meeting, including questions and answers, will be posted by 4:30 p.m. on March 20, 2024 at the [Critical Access Dental Infrastructure](#) program website.

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.

The Critical Access Dental Infrastructure Program supports the capacity of critical access dental providers to maintain or expand the provider's capacity to serve enrollees in Minnesota health care programs.

This grant will serve:

- Critical access dental providers.

Grant outcomes will include:

- Improved dental infrastructure for critical access dental providers.
- Increased number of Minnesota Health Care Program enrollees served by the provider.
- Increased access to dental care for Minnesota Health Care Program enrollees.
- Improved oral health outcomes.

Other Competitive Priorities

As part of the application process, applicants are asked to submit a program description and a workplan of how program activities will be supported. In addition to the priorities above, reviewers will evaluate whether the project will improve health equity and reduce health disparities.

2.2 Eligible Projects

Eligible projects for the fiscal year 2024 Critical Access Dental Infrastructure Grant program are limited to:

- Physical infrastructure of a dental setting, including, but not limited to:
 - Operations and clinical spaces in a dental clinic.
 - Associated heating, ventilation, and air conditioning infrastructure and other mechanical infrastructure.
 - Dental equipment needed to operate a dental clinic.
- Mobile dental equipment or other equipment necessary to provide dental services via a hub-and-spoke service delivery model or via teledentistry.

The aim of this project is to help critical access dental providers fund dental infrastructure projects that allow the provider to maintain or expand the provider's capacity to serve Minnesota Health Care Program enrollees.

Eligible expenses include, but are not limited to:

- Equipment for providing dental services.
- Capital improvements to physical space such as upgrading heating and ventilation systems.
- Software to support dental clinic operations or teledentistry.
- Equipment to add or enhance teledentistry services.

Grant applications must detail how funding infrastructure will maintain or expand the number of Minnesota Health Care Program enrollees served by the provider and improve oral health outcomes.

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
- Salaries
- Fringe Benefits
- Travel, mileage or per diem
- Reimbursement for the dental services
- Contractual costs
- Facility leases
- Indirect costs

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. Grantee should read the grant agreement, sign, and once signed, comply with all conditions of the grant agreement.

No work on grant activities can begin until a fully executed grant agreement is in place and the State's Authorized Representative has notified the Grantee that work may start.

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 quarterly until all grant funds have been expended and all of the terms in the grant agreement have been met.

The reporting schedule will be quarterly. Reports will be submitted through the Office of Rural Health and Primary Care's online grant portal. A report form will be provided to grantees.

Reports will be due:

- January 20
- April 20
- July 20
- October 20

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"

The monitoring schedule will be in quarters two, three, and four of the grant period.

Technical Assistance

Consultation and guidance in completing the application process is available upon request. For assistance, contact Bekah Ehlebracht, Office of Rural Health and Primary Care, at 651-201-3780, toll free from Greater Minnesota at 1-800-366-5424 or at Critical.Access.Dental.Infrastructure.MDH@state.mn.us.

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 payment schedule will be quarterly.

Invoices for reimbursement of grant expenditures must include supporting documentation for proof of expenditures. Reimbursements will not be processed until the narrative progress report is received.

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 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 ([Equity in Procurement \(TG/ED/VO\) Directory / Minnesota Office of State Procurement \(mn.gov\)](#));
 - Metropolitan Council’s Targeted Vendor list: Minnesota Unified Certification Program (<https://mnuccp.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-9>).
- 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:
<https://mn.gov/admin/osp/government/suspended-debarred/>.

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 the Office of Grants Management's Policy 08-01, "Conflict of Interest Policy for State Grant-Making."

Applicants must complete the [Applicant Conflict of Disclosure form \(Attachment C\)](#) and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice
- a grantee's or applicant's objectivity in performing the grant work is or might be otherwise impaired
- a grantee or applicant has an unfair competitive advantage

Individual conflicts of interest occur when:

- an applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH's time, services, facilities, equipment, supplies, prestige, or influence
- An applicant, or any of its employees, receives or accepts money, or anything else of value, from another state grantee or grant applicant with respect to the specific project covered by this RFP/project.
- An applicant, or any of its employees, has equity or a financial interest in, or partial or whole ownership of, a competing grant applicant organization.
- An applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

In cases where a conflict of interest is perceived, 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 [Minn. Stat. § 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 [Minn. Stat. § 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 ([Ch. 13 MN Statutes](#)) 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](#), subd. 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. Minn. Rules, part [5000.3550](#).

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

Funding will be allocated through a competitive process with review by a committee representing oral health experts. The review committee will evaluate all eligible and complete applications received by the deadline.

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, 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 with up to 12 additional points awarded for proposals that meet the funding priority areas. A standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria.

The scoring factors and weight that applications will be judged are based on criteria detailed in [Attachment A: Application 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 \$50,000 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 by May 8, 2024.

RFP Part 3: Application and Submission Instructions

3.1 Application Deadline

- **All applications must be received by MDH no later than 4:30 PM, Monday, April 1, 2024.** This was an extension on the original 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.

3.2 Application Submission Instructions

Applications must be submitted electronically through the ORHPC online [Grants Portal](#).

Please reference the [Grant Guide](#) for information on account creation, password recovery, application creation, and collaboration.

- Existing users: If your organization has a grant with the ORHPC, and you already have a user account, please enter your credentials and log-in. If you forgot your passwords, please use the "Forgot your Password?" link to reset your password.
- New users: If your organization does not already have a profile in the system, you will need to create an account. Please click on "Create New Account" to complete the registration process and create your logon credentials.
- Not sure? If you think that you or someone at your organization has already registered your organization in the system, do not create a new account. Please contact the program administrator at Critical.Access.Dental.Infrastructure.MDH@state.mn.us to receive a username and password.

Once in the system, click on the link "apply" located on the upper tool bar on the home page. You will be redirected to a list of open applications in the system; select the appropriate program. Read "[RFP: Application Instructions](#)" within the request for proposal for further instructions on how to address application questions outlined in the online portal.

If you have any questions, please submit them to: Critical.Access.Dental.Infrastructure.MDH@state.mn.us.

3.3 Application Instructions

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

- Online form:
 - Organization and Application Information
 - Project Information

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- [Project Abstract](#)
- [Project Narrative and Workplan](#)
- [Budget Narrative](#)
- [Grant Budget Line-Item Request](#)
- [Conflict of Interest](#)

- Required Attachments
 - [Due Diligence form](#)
 - Audited Financial Statement
 - Statement of Expenses and Revenues (for Government Programs, Tribal Programs, and Clinics and/or grant projects of a larger organization)

- Optional Attachments
 - Critical Access Dental Provider certification letter. Note that this has changed from required to optional.
 - Organization's Geographic Service Area
 - Letters of Support

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.

Section 1. Organization and Applicant Information

Basic information about the applicant entity is requested, including legal and business name, address, and tax identification number. This information will be used for contracting purposes.

Section 2. Project Information

Includes contact information for the Authorized Organization Representative (AOR), Fiscal Management Officer, and Contact Person for the Project Administration.

Section 3. Project Abstract

This section requests summary information about the project including the request amount, the name of the program, contact information, specific, measurable objectives that the project

will accomplish and how the proposed project will be accomplished, i.e., the "who, what, when, where, why, and how" of a project.

Applicant Information

The applicant information section not only documents eligibility but also the capability of the organization to successfully provide services to the population.

Eligibility and Organizational Background (7,000 character limit)

- Briefly describe the organization's mission and goals. If the proposed project includes a collaborating community partner, a brief description of the partner's organization should be included. For example, a dental clinic providing outreach/mobile services at elementary schools should include a list of the targeted schools.
- Describe the services provided by the organization.
- Describe the organization's geographic service area (you may attach a map).
- Describe the organization's patient population.

Cultural Awareness

Describe the how professional staff are familiar with the cultural background of the clinic's patients. (1,000 character limit)

Patient Mix

Provide the **percentage of clinic** patients from each category:

- % Minnesota Health Care Programs
- % Medicare
- % uninsured

Dental Health Professional Shortage Area

Share if your practice is within a Dental Health Professional Shortage Area. (500 character limit)

Organizational Capacity

Discuss your organization's capacity to carry out this grant. (1,000 character limit)

Section 4. Narrative

The online application provides open fields for grant applications to respond to narrative questions about the project. The purpose of the Project Narrative is to provide details and context for the proposed project. Please provide concise and thorough responses to the questions outlined below. Failing to provide all the requested information and in the order prescribed may result in a lower score during the application review.

Project Description and Collaboration

Problem Statement

Provide a clear and concise (one to two sentences) statement of the problem that your grant project is intending to address. (5,000 character limit)

Project Need

Provide an explanation of the need for this project. Discuss both the need to improve infrastructure as described in the problem statement, and the need to maintain or expand the applicant's capacity to serve Minnesota Health Care Program enrollees. If possible, provide data that supports this statement of need. (5,000 character limit)

Project Description

Provide a description of what will be done, how it will be done, and who will benefit. Please include the following (following (10,000 character limit):

- A description of the target population to be served by the project including how many patients (in numbers) are expected to benefit from the project.
- A description of the infrastructure that will be purchased with the grant.
- A description of how this project will modernize facilities and/or equipment to meet professional standards of care, expand access, and improve oral health outcomes.
- A description of how this project will maintain or expand the number of Minnesota health care program enrollees that your clinic serves and increase access to dental care for this population.
- A description of how this project will improve health equity and reduce health disparities.

Project Evaluation

How do you plan on evaluating your project to assess if your project is meeting the goals and objectives of your workplan? (5,000 character limit)

Project Work Plan

You will list the goal, detail the activities to reach the goal, including the start date, end date, and staff position responsible. *This project work plan will be included in the grant agreement if you are awarded funds.* You will be asked to describe the:

- Project Goal
- Activity Description
 - Briefly describe each of the activities to reach this goal.
- Responsible Party
 - List the staff roles responsible for carrying out this activity, do not use names.
- Start Date
- End Date

Grantees will be required to report progress of activities and accomplishments on a quarterly basis during the grant period.

Section 5. Budget

The Budget in the online application includes two sections, Narrative and Line-Item requests.

The expenses 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.

Budget Narrative

Provide a detailed justification of the estimated project expenses to successfully meet the goals of the proposed project. The budget explanation should be broken down by each budget category. The narrative should provide information on the need for specific expenditures and how they will address the problem statement.

Budget Categories

- Supplies: This category includes supplies needed specifically for the grant project. It cannot include existing program expenses.
- Equipment/Capital: This category includes funding used to purchase equipment or to make capital improvements necessary to complete the grant project. Equipment has a value of \$5,000 or over. Items below \$5,000 are considered supplies.
- Other expenses: Use the “other” categories to enter expenses that do not fit in the rest of the budget categories, for examples stipends intended for community members attending planning meetings.

Grant Budget Line-Item Request

Grantees may choose to use the [Budget Worksheet Form](#) to calculate budget cost before entering them in the application portal.

RFP Part 4: Attachments

- Attachment A: Application Evaluation Criteria
- Attachment B: Due Diligence Form
- Attachment C: Conflict of Interest Form

Attachment A: Application Evaluation Criteria

A numerical scoring system will be used to evaluate eligible applications. Scores will be used to develop final recommendations.

Applicants are encouraged to score their own application using the evaluation score-sheet before submitting their application. This step is not required, but may help ensure applications address the criteria evaluators will use to score applications.

PROJECT NARRATIVE

Evaluation Criteria	Score	Comments: Strengths/Weaknesses
Organization background and the description of services provided by the clinic is clear and addresses how the professional staff are familiar with the cultural background of the clinic's patients.	/5	
Organization demonstrates capacity to fully accomplish this project.	/5	
The service area and target population are described, including the percentage of patients that are covered by Minnesota Health Care Programs, including Medical Assistance and MinnesotaCare.	/5	
A clear and concise problem statement is included.	/5	
It is clear how the project will improve the dental infrastructure of the organization.	/10	
It is clear how many patients/clients, in number, will benefit from the project, and how they will benefit.	/10	
It is clear how the project maintains or expands access to oral health care for enrollees in Medical Assistance and MinnesotaCare.	/10	
The applicant describes how the project will reduce health disparities and improve health equity.	/10	
Total points for this section	/60	

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PROJECT WORK PLAN

Evaluation Criteria	Score	Comments: Strengths/Weaknesses
The work plan details the proposed project and includes activities that clearly intend to address the problem statement.	/20	
Total points for this section	/20	

BUDGET AND BUDGET NARRATIVE

Evaluation Criteria	Score	Comments: Strengths/Weaknesses
The budget and budget justification are provided and accurate. The line items should total correctly and match the budget narrative.	/5	
The budget narrative includes detail on each cost item for which grant funds are being requested.	/5	
The budget relates to the proposed project and project goals and outcomes. For example, if the project only describes replacing equipment, the budget should show equipment costs but not necessarily travel.	/10	
Total points for this section	/20	
Total Score	/100	

Funding Priorities

Evaluation Criteria	Score	Comments: Strengths/Weaknesses
Applicant clearly describes how the project will maintain or expand access for Minnesota Health Care Program enrollees. Maintaining access = 5 points Expanding access = 10 points	/10	
Applicant's practice is within a Dental Health Professional Shortage area.	/2	
Total points for this section	/12	

Attachment B: Due Diligence Form

Applicants will upload this form as an attachment in the online application.

The Minnesota Department of Health (MDH) conducts pre-award assessments of all grant recipients prior to award of funds in accordance with federal, state and agency policies. **The Due Diligence Review is an important part of this assessment and is a required part of the application.**

You may find the form at: [Grant Resources - MN Dept. of Health \(state.mn.us\)](#).

Attachment C: Conflict of Interest Form

Applicants will complete this form as a part of the online application.

The Minnesota Department of Health (MDH) requires all applicants to complete a conflict of interest statement prior to award of funds in accordance with federal, state and agency policies. **The Conflict of Interest form is a required part of the online application.**

You may find a list of the questions that you will be asked to complete in the online application form at: [Applicant/Recipient Conflict of Interest Form \(state.mn.us\)](https://state.mn.us).