2027 Clinical Dental Education Innovation Grant Program

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
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651-201-5154
clinical.dental.education.innovation.MDH@state.mn.us
www.health.state.mn.us

07/20/2026

To obtain this information in a different format, call: 651-201-3838.

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RFP Part 1: Overview

1.1 General Information

- **Announcement Title**: FY27 Clinical Dental Education Innovation Grant
- **Minnesota Department of Health (MDH) Program Website**: Clinical Dental Education Innovation Program - ORHPC Grants and Funding - MN Dept. of Health
- **Application Deadline**: 4:30 p.m. Central Time, September 3, 2026

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 Sec. 144.1913, the Commissioner of Health is authorized to award grants to teaching 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.

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, whichever is later.

Funding	Estimate
Estimated Amount to Grant	$1,122,000
Estimated Number of Awards	10-13
Estimated Award Maximum	Approx: $150,000
Estimated Award Minimum	Approx: $30,000

Match Requirement

There is no match requirement for this grant.

Project Dates

Application Open: July 20, 2026

Application Deadline: September 3, 2026, 4:30 p.m. Central Time

Award Announcement: November 9, 2026

Grant Agreements begin (estimate): January 1, 2027

Grant Agreements end: December 31, 2027

1.4 Eligible Applicants

Eligible applicants include teaching institutions and clinical training sites that train dental professionals. The teaching institution or the clinical training site must provide accredited clinical training. An exception can be made if the organization is actively seeking accreditation with a reasonable assumption of success.

All applicant organizations must also have a policy to ensure no person will be denied services due to inability to pay (e.g., sliding-fee scale).

Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

Collaboration

Multi-organization collaboration is not required but is preferred, particularly with community organizations. Reference the review and selection criteria in section 2.5 of this document for more information.

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email or phone to clinical.dental.education.innovation.MDH@state.mn.us or 651-201-3870. All answers will be posted within five business days at: Clinical Dental Education Innovation Program - ORHPC Grants and Funding - MN Dept. of Health.

Please submit questions no later than 4:30 p.m. Central Time, on August 28, 2026.

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 MDH, 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 RFP Information Meeting will take place on Wednesday, July 29, 2026, at 2:00 p.m. Central Time. Informational Webinar on Teams. A link will also be provided at Clinical Dental Education Innovation Program - ORHPC Grants and Funding - MN Dept. of Health. All prospective applicants are strongly encouraged to attend. Questions from the meeting will be posted publicly on the Office of Rural Health and Primary Care grant information site. All applicants will have access to this information whether they attend the meeting or not. Materials from the meeting including slides and questions and answers will be posted on the program website within 7 business days of the meeting.

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 08-02 on Rating Criteria for Competitive Grant Review (PDF) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

The purpose of this program is to support projects that increase dental access for underserved populations and promote innovative clinical dental education or clinical training programs.

This grant will serve underserved populations, including:

- People with a low income
- People living in rural areas in Minnesota
- People that have immigrated to Minnesota
- People living with disabilities
- People on medical assistance programs and/or who are uninsured
- People of diverse racial, ethnic, and/or cultural backgrounds
- Other underserved communities as described by grant applicant

Grant outcomes will include:

- Increased access to care for underserved communities
- Creation or expansion of innovative dental education or training

2.2 Eligible Projects

This grant funds projects that increase dental access for underserved populations and promote innovative clinical training of dental professionals. While project eligibility is broad, proposed projects must result in a direct and quantifiable increase in access to care for at least one underserved population through innovative clinically accredited training.

Examples of eligible projects under this program include but are not limited to:

- Establishing or expanding a dental professional clinical training program
- Providing dental services to underserved population(s) through the clinical education program
- Building or renovating clinic space for the clinical education program
- Procuring, modernizing, or replacing equipment used in the delivery of dental care at a clinic through the clinical education program

- Improving care delivery through education related to health equity
- Improving the applicant's ability to provide tele-dentistry care through clinical training

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Solicitating donations
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- 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. 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 MDH'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 at least annually until all grant funds have been expended and all the terms in the grant agreement have been met.

The reporting schedule will be:

- April 20, 2027
- July 20, 2027
- October 20, 2027
- January 31, 2028

Grant Monitoring

Minn. Stat. § 16B.97 and Policy 08-10 on Grant Monitoring (PDF) 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

Scheduling a monitoring meeting will be discussed individually with each grant recipient organization. They can be conducted virtually or in person as agreed upon between the grant receiving organization and MDH staff. Additional monitoring meetings may be required beyond the minimum statute requirement.

Technical Assistance

MDH staff will be available to provide technical assistance as needed to all grant recipients. This can include but is not limited to progress reporting, reimbursement processing, community engagement, or addressing project challenges. Direct all questions related to this grant to Brenda Flattum at 651-201-3870 or clinical.dental.education.innovation.MDH@state.mn.us.

Grant Payments

Per State Policy 08-08 on Grant Payments (PDF), 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:

- April 20, 2027
- July 20, 2027
- October 20, 2027
- January 31, 2028

2.4 Grant Provisions

Affirmative Action and Non-Discrimination Requirements for all Grantees

The grantee agrees to comply with applicable state and federal laws prohibiting discrimination.

Minnesota's nondiscrimination law is the Minnesota Human Rights Act (MHRA) Minn. Stat. § 363A; See e.g. Minn. Stat. § 363A.02. The MHRA is enforced by the Minnesota Department of Human Rights. Some, but not all, MHRA requirements are reflected below. All grantees are responsible for knowing and complying with nondiscrimination and other applicable laws.

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.

The grantee agrees not to discriminate in public accommodations because of race, color, creed, religion, national origin, sex, gender identity, sexual orientation, and disability.

The grantee agrees not to discriminate in public services because of race, color, creed, religion, national origin, sex, gender identity, marital status, disability, sexual orientation, and status with regard to public assistance.

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.

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.

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." (PDF).

Applicants must complete the Applicant Conflict of Interest Disclosure form (PDF) 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.

Non-Transferability

Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

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.

2.5 Review and Selection Process

Review Process

Funding will be allocated through a competitive process with review by a committee representing content and community specialists with regional knowledge. 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. 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 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 pre-award risk assessment prior to a grant award. Additional information may be required for proposed budgets of $50,000 and higher to a potential applicant in order to comply with Policy 08-06 on Pre-award Risk Assessment (PDF).

Notification

MDH anticipates notifying all applicants via email of funding decisions by November 9, 2026.

RFP Part 3: Application and Submission Instructions

3.1 Application Deadline

All applications must be received by MDH no later than 4:30 p.m. Central Time, on September 3, 2026.

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.

Acknowledgement of application receipt. The ORHPC Online Grants Portal will send an automated email to the user who submitted the application to confirm the submission of your application. Additionally, the application status will change from "Draft" to "Submitted" on the Applicant Dashboard and record the date the application was submitted. If the application is still in draft status by the application deadline, you will no longer be able to edit or submit the application.

If you do not receive an automated email confirming submission or encounter any other issues with the online application submission, please contact us promptly at clinical.dental.education.innovation.MDH@state.mn.us. We encourage you to submit in advance of the deadline to allow time to address any technical issues.

3.2 Application Submission Instructions

Applications must be submitted electronically through the ORHPC Online Grants Portal.

Please reference the ORHPC Grantee Guide (PDF) 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 clinical.dental.education.innovation.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: clinical.dental.education.innovation.MDH@state.mn.us.

3.3 Application Instructions

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

- Online form:
  - Organization and Application Information
  - Project Information
  - Project Abstract and Narrative
  - Project Workplan
  - Budget Items and Budget Narrative
  - Required Attachments
    - Due Diligence Review Form (Tribal Nations and Community Health Boards do not need to submit a Due Diligence Review Form)
    - Audited Financial Statement
    - Proof of Accreditation
    - Patient Payment Policy/Sliding Fee Scale that includes language showing or stating that no person is denied access to pay regardless of ability to pay
  - Optional Attachments
    - Organization's Geographic Service Area
    - Letters of Support (eligible for bonus points)
  - Conflict of Interest

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.

RFP Part 4: Application Instructions

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 and Narrative

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

Site Type*

Select whether the organization is a Teaching Institution or Clinical Training Site or both.

Accreditation Status*

Select whether all of the clinical education that would be supported by this funding is clinically accredited.

Payment Policy *

Share whether the organization has a policy to ensure no person will be denied services due to inability to pay (e.g., sliding-fee scale). You will be required to upload an attachment of the policy later in the application. Ensure that the policy includes language showing or stating that no person is denied access due to inability to pay.

Project Overview* (Character Limit: 400)

Provide a brief overview of the project. Maximum three sentences.

Project Location*(Character Limit: 25)

Provide the name of the primary county where the project is taking place.

Organization and Service Area Overview* (Character Limit: 5000)

Describe the organization's mission, goals, dental services provided, and geographic service area. Highlight any characteristics of the service area that increase the need for services provided by your organization.

Problem Statement* (Character Limit: 5000)

Provide a clear and concise statement of a problem that this project is intended to address. It should be a patient/community-focused problem that directly relates to the proposed project.

Project Plan* (Character Limit: 5000)

Describe the project in detail and how it will be accomplished, i.e., the "who, what, when, where, and how" of a project.

Project Objectives* (Character Limit: 5000)

Clearly describe what the project will achieve using the grant funds during the grant period. Share objectives that will be accomplished during the grant period. Include base data that is related to the problem and can be used to document improvement in outcomes by the end of the grant period. Define objectives in a way that is specific, measurable, achievable, relevant, and time bound.

Addressing Health Equity for Target Population(s)* (Character Limit: 5000)

Describe how the project will increase access to care for at least one specific underserved community. Share an estimated number of patients this project will serve during the grant period. Share data related to the problem statement and how it is related to health disparities.

Innovative Activities* (Character Limit: 5000)

Provide details about how this project supports innovative clinical training that uniquely increases access to care for the target population(s) outlined previously.

Community Collaboration* (Character Limit: 5000)

Describe how the organization will collaborate with the communities it serves, and how community partnership(s) will support this project's objectives. Note that letters of support from community organizations formally or informally participating in the project are not required but will be awarded up to five bonus points. Applicants will be able to upload letters of support later in the application.

Project Feasibility* (Character Limit: 5000)

Describe your organization's ability to complete this grant funded project.

Long Term Viability and Impact* (Character Limit: 5000)

Describe how your organization will sustain the project after the grant period has concluded and describe the long-term impact the project will have on improving access to care.

Section 4. Project Work Plan

This section will include listing the objectives (measurable goals) for the grant period. Under each objective the applicant will list all activities that the organization will complete in order to meet the objective. Each activity will also have an associated start and completion date as well as the role of the person responsible for execution. Be as detailed as possible to ensure the reviewer understands each step of the process for the project.

Section 5. Budget

The expenses included in the Grant Funds Requested column are those that will be supported by grant funds. 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 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

- Salaries: Salaries should include the costs of personnel who work directly for the applicant and are paid a salary or wage directly from the applicant organization. This should not include administrative staff included in the indirect rate. Salaries can be calculated and described in the Budget Narrative as an hourly wage with total hours estimated to be spent on the project, or an annual salary with the estimated percentage of the total FTE.
- Fringe: This category includes share of pay roll tax, health insurance costs, Medicare/Medicaid, etc. for employees billed to this grant under the "salaries" category. If the applicant has expenses in this category, they should explain how they were calculated in the Budget Narrative. This is often calculated at a percentage of salary. Example, $50,000 x .25% fringe = $12,500
- Travel: This category includes travel expenses necessary to complete the grant project.
- Supplies: This category includes supplies needed specifically for the grant project. It cannot include existing program expenses. **Supplies is defined as all tangible personal property other than those described in the definition of Equipment.**

- Contracted: This category includes expenses for individuals or organizations the applicant contracts with to complete the project, including facilitators and trainers.
- Equipment/Capital: This category includes funding used to purchase equipment or to make capital improvements necessary to complete the grant project. **Equipment is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds $10,000.**
- Other expenses: Use the "other" categories to enter expenses that do not fit in the rest of the budget categories.
- Indirect: An indirect cost rate is a percentage used to distribute indirect costs to all of an organization's programs that benefit from them. Grantees cannot claim indirect costs in excess of the indirect cost rate that applies to their organization. Grantees must submit and retain on-file, the corresponding documentation of that indirect cost rate as outlined below:
    - Grantees with a federally negotiated indirect cost rate can use grant funds for indirect costs in an amount up to but not exceeding that rate. Grantees must submit proof of the federally negotiated indirect cost rate as an attachment to this application. Grantees are responsible for ensuring that the rate is not applied to direct costs that are excluded from the indirect rate.
    - Grantees without a federally negotiated indirect cost rate can use grant funds for indirect costs in an amount up to but not exceeding 15% of total direct costs.

Grant Budget Line-Item Request

Grantees may choose to use the Sample Budget Worksheet (Excel) to calculate budget cost before entering them in the application portal.

Section 6. Required and Optional Attachments

- Required Attachments
    - Due Diligence Review Form (PDF)
        i. Tribal Nations and Community Health Boards do not need to submit a Due Diligence Review Form.
        ii. If the entity is required to submit a Due Diligence form, a Section 6a or 6b will become available to allow submission of the form and any accompanying attachments such as audited financial statements.
    - Audited Financial Statement
    - Proof of Accreditation
    - Patient Payment Policy/Sliding Fee Scale
- Optional Attachments

- Organization's Geographic Service Area
- Letters of Support (eligible for bonus points)

Section 7. Conflict of Interest

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.**

All responses to the Applicant Conflict of Interest Disclosure form (PDF) will be completed as a part of the online application, there is no attachment for the Conflict of Interest.

RFP Part 5: Attachments

- Attachment A: Application Evaluation Criteria

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 scoresheet before submitting their application. This step is not required but may help ensure applications address the criteria evaluators will use to score applications.

RATING TABLE

Rating or Score	Description
Excellent **or Highest Number**	Outstanding level of quality; significantly exceeds all aspects of the minimum requirements; high probability of success; no significant weaknesses
Very Good **or between Middle and Highest Number**	Substantial response: meets in all aspects and in some cases exceeds the minimum requirements; good probability of success; no significant weaknesses.
Good **or Middle Number**	Generally meets minimum requirements; probability of success; significant weaknesses, but correctable.
Marginal or **between Middle and Lowest Number**	Lack of essential information; low probability for success; significant weaknesses, but correctable.
Unsatisfactory **or Lowest Number**	Fails to meet minimum requirements; little likelihood of success; needs major revision to make it acceptable.

PROJECT NARRATIVE (INCLUDES CAPACITY AND HEALTH EQUITY)

Evaluation Criteria	Score	Reviewer Comments: Strengths/Weaknesses
Organization Description: A thorough description is provided of the organization's mission, goals, dental services provided, and geographic service area. Characteristics of the service area that increase the need for services provided by the organization are included.	/5	
Problem Statement: A clear and concise problem statement is included. It should be a patient/community-focused problem that directly relates to the proposed project.	/5	
Project Plan: There is a clear description of the project, and it ties directly to the problem description. Addresses the who, what, where, when, and when of the project. Project activities will be provided in the work plan, but reviewers should have a clear understanding of what is intended and generally how it will be accomplished from the project plan.	/10	

Evaluation Criteria	Score	Reviewer Comments: Strengths/Weaknesses
Objectives: Compelling and clear objectives are included, including base data to document improvement in outcomes by the end of the grant period. Data being shared is directly related to the problem statement. Objectives are specific, measurable, achievable, relevant, and time bound.	/5	
Addressing Health Equity for Target Population(s): The application details how the project will increase access to care and address health equity for at least one specific underserved community that is identified in the problem statement. A specific number of patients impacted by this project is shared.	/10	
Innovative Activities: Provides details about how this project supports innovative clinical training that uniquely increases access to care for the target population(s) outlined previously.	/10	
Community Collaboration: The applicant's organization provides evidence of collaboration with the communities it serves, or an explanation of how the project or clinic is supported by the community. *Note: Letters of support can be included but are not required. Scoring for letters of support is to be done in the bonus points section.*	/5	
Project Feasibility: Thorough description of the organization's ability to complete this grant funded project.	/5	
Sustainability and Impact: The organization's plans for sustaining the program after the grant period is complete are thoroughly outlined. Compelling details are shared about the long-term impact of the project after the grant period is complete.	/10	

WORK PLAN

Evaluation Criteria	Score	Reviewer Comments: Strengths/Weaknesses
Timeline: The project workplan includes a reasonable timeline in which the grant project activities will be accomplished. Some types of activities are ongoing in nature and the time frame for completion might be beyond the end of the grant period, which is common and acceptable.	/5	
Project Activities: Objectives are included and match what was outlined in the narrative. Activities for achieving each objective are provided and are clear. Activities are things/actions the clinic will do. The activities should give the reviewer a more detailed perspective of what will happen to complete the proposed project than what was provided in the project description. In addition, each activity includes the title of who will be responsible.	/10	

Evaluation Criteria	Score	Reviewer Comments: Strengths/Weaknesses
Cohesion: Strategies or activities clearly support the project plan and objectives.	/5	

BUDGET AND BUDGET JUSTIFICATION

Evaluation Criteria	Score	Reviewer Comments: Strengths/Weaknesses
Detailed Budget Narrative: The budget justification includes detail on each cost item for which grant funds are being requested on the budget form and are in the format explained in the guidance.	/5	
Budget Narrative Efficiency: The budget relates to the proposed project and project objectives. It does not include items that are extraneous to the grant project.	/5	

BONUS POINTS

BONUS POINTS	Score	Reviewer Comments: Strengths/Weaknesses
Letters of Support: Up to five bonus points can be awarded for including community organization letters of support that include information about how they will formally or informally support the project. Organizations can include but are not limited to nonprofits, schools, community health entities, and/or social service support organizations.	/5	

Link References

- Clinical Dental Education Innovation Program - ORHPC Grants and Funding - MN Dept. of Health (https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#cdei)
- Minnesota Statutes Section Sec. 144.1913 (https://www.revisor.mn.gov/statutes/cite/144.1913)
- Informational Webinar on Teams (https://teams.microsoft.com/meet/215414869436309?p=5qzEn2M7lutyM6SGvb)
- The Policy 08-02 on Rating Criteria for Competitive Grant Review (PDF) (https://mn.gov/grants/assets/POL_08-02_RatingCriteriaforCompetitiveGrantReview_2017-09-15_tcm1093-749640.pdf)
- Minn. Stat. § 16B.97 (https://www.revisor.mn.gov/statutes/?id=16B.97)
- Policy 08-10 on Grant Monitoring (PDF) (https://mn.gov/grants/assets/POL_08-10_GrantMonitoring_2016-12-02_tcm1093-749648.pdf)
- State Policy 08-08 on Grant Payments (PDF) (https://mn.gov/grants/assets/POL_08-08_GrantPayments_2021-04-12_tcm1093-749646.pdf)
- Minnesota Statute 363A.02 (https://www.revisor.mn.gov/statutes/cite/363A.02)
- Minnesota Department of Human Rights (https://mn.gov/mdhr/)
- Minn. Rules, part 5000.3550 (https://www.revisor.mn.gov/rules/5000.3550/)
- Minn. Stat.§ 16B.98 (https://www.revisor.mn.gov/statutes/?id=16B.98)
- Office of Grants Management's Policy 08-01, "Conflict of Interest Policy for State Grant-Making." (PDF) (https://mn.gov/grants/assets/POL_08-01_ConflictofInterestforStateGrantMaking_2026-01-01_tcm1093-749639.pdf)
- Applicant Conflict of Interest Disclosure form (PDF) (https://www.health.state.mn.us/about/grants/coiapplicant.pdf)
- Minn. Stat. § 13.599 (https://www.revisor.mn.gov/statutes/cite/13.599)
- Minn. Stat. § 13.37 (https://www.revisor.mn.gov/statutes/cite/13.37)
- Minnesota Government Data Practices Act (Ch. 13 MN Statutes) (https://www.revisor.mn.gov/statutes/cite/13/full)
- ORHPC Online Grants Portal (https://www.grantinterface.com/Home/Logon?urlkey=mdh)
- ORHPC Grantee Guide (PDF) (https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/docs/2022grantguide.pdf)

- Sample Budget Worksheet (Excel) (https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/excel/samplebudget.xlsx)
- Due Diligence Review Form (PDF) (https://www.health.state.mn.us/about/grants/duediligence.pdf)