



Clinical Dental Education Innovations Grant

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
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07/31/2023

To obtain this information in a different format, call: 651-201-3870.

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RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** FY24 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:** 11:59 PM, Friday, September 15, 2023

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 tele-dentistry 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.

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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 July 31, 2023
- Grant Application due to MDH September 15, 2023
- Grant Announcement to Applicants November 1, 2023
- Grant Agreements begin (est.) January 1, 2024

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 brenda.flattum@state.mn.us or 651-201-3870. Please submit questions no later than 5:00 p.m. central time, on September 8, 2023. All answers will be posted weekly at <https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#dentinnov>.

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

RFP Part 2: Program Details

2.1 Priorities

Health Equity Priorities

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

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;
- Applicants that demonstrate the potential for sustaining access to underserved populations in the long term;
- Applicants that use innovative clinical training models to achieve improved access while offering instructional content;
- Applicants that 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)
- Indirect Costs (see p.19 for additional clarification/details)

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. 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.

Duration of Grant

Grant projects will be approved for the period January 2024 through June 2025. The anticipated start date of the grant agreements for successful applicants is January 1, 2024. In recent years, the average awards have been between \$125,000- \$150,000. MDH anticipates making approximately eight to twelve grant awards.

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 schedule will be quarterly.

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”.

Grantees will receive at least a 30-day notice prior to the scheduling of a monitoring visit.

Technical Assistance

All questions regarding this RFP must be submitted by email or phone to brenda.flattum@state.mn.us or 651-201-3870.

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.

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.

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- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- iv. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - Minnesota Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List (<http://www.mmd.admin.state.mn.us/process/search>);
 - Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program (<https://mnuccp.metcc.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: <http://www.mmd.admin.state.mn.us/debarredreport.asp>.

Conflicts of Interest

MDH will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. § 16B.98](#) and 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 as part of their online 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 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 information found in RFP Part 4: Application Evaluation Criteria (see pg. 21)

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 November 1, 2023.

RFP Part 3: Application and Submission Instructions

3.1 Application Deadline

All applications **must** be received by MDH no later than 11:59 p.m. Central Time, on Friday, September 15, 2023.

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 grant portal:

Read the request for proposal for program information and application instructions. You will need to create an account in the online [Grants Portal](#), after which you will be taken to the electronic application within the Portal.

If you have any questions, please contact us at: health.PrimaryCarePrograms@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
 - Project Abstract
 - Project Narrative and Workplan
 - Budget Narrative
 - Grants Budget Line-Item Request
 - Conflict of Interest Disclosure
- Required Attachments
 - [Due Diligence Form](#)
 - Proof of Accreditation (for education programs)
 - Proof of Medicaid enrollment (for clinical training sites)
 - 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.
- Optional Attachments
 - 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. 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 for which the grant funds are being requested, contact information, specific, measurable objectives that the project will accomplish and how the proposed project for which funding is requested will be accomplished, i.e., the "who, what, when, where, and how" of a project.

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.

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

- 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.
- 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.

- Innovative vs Existing Operations – Applicants should be proposing a new idea or project not existing services that are already a part of their mission/business operations, unless they are building upon that service.
- 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.

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

- 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.
- Describe the organization’s geographic service area (you may append a map).
- Describe the services provided by the organization. At a minimum, the description should include the following:
 - Dental services provided by the clinic/organization;
 - The primary population(s) served by the organization;
 - Information about the innovative clinical dental education program(s) or plans to create a program;
 - Information about how the organization will increase and improve dental access for underserved populations and promote innovative clinic training of dental professionals;
 - Evidence of collaboration between the organization and the communities it serves.

Project Description and Collaboration

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 in an innovative way.

Project Description

The proposed project should address the problem described in the problem statement. Please include the following:

- Describe what is innovative about your proposal.
- 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.,

- 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.
- 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.
- 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?

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.

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.

Support and Collaboration

Provide an explanation of how the project is supported by and collaborating with the community. Letters of support are encouraged.

Project Evaluation

Provide an explanation on how you will evaluate your project and how it is meeting the goals and objectives of your workplan.

Project Work Plan

Providing the details of your workplan is incorporated into the online application. You will list the Project Activities Goal, detail the activities and their desired outcomes, including the start date, end date, and staff position responsible.

- **Project Activities Goal**
Project activity goal statements are optional but may help the applicant formulate measurable objectives. One goal statement is sufficient.
 - 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.
- **Outcomes for Each Project Activity**
Identify and include one or more project activity applicant organization intends 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-centered with the focus on the targeted population and not on organization activities.
- Must include a current base percentage or number so that intended change is clear and measurable. *It is expected that the grant project and objectives will be achieved within the grant period.*
- Should pertain to what will happen within the target population, not what the clinic will “do” (which are activities within the work plan).
- Objectives contain four common elements:
 1. An indicator (how the problem will change)
 2. A target (a “who” or a “what,” generally the client)
 3. A time frame (when), and
 4. 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 a stated base) of (what population), will (indicator – do what, change how).

For example:

By May 31, 2024, 95% (from 86% in 202021) of the grantee’s clinical trainees will have completed two components of innovative training.

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.

- Each Project Activity must include timeline and staff/role responsible for project completion.

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.

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 Justification Narrative

Please provide a budget narrative in the fields provided that includes the following information:

- Justification for each expense should provide detail on how the budgeted cost items were calculated. Every cost item for which grant funds are being requested should clearly tie to the project description in Section 2 of the project narrative as well as to the work plan activities.

Explanations for each expense should include:

- The total grant funds requested for the cost item.
- 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: Total Grant Funds Requested \$22,179 (should match budget form)

- Jane Doe, Registered Nurse; annual salary \$29,572; 0.75 FTE for grant = \$22,179
- Remaining salary costs will be supported by organization funds (if applicable).

EXAMPLE Fringe: Total Grant Funds Requested \$4,214 (should match budget form)

- RN annual salary supported by grant \$22,179.
- Fringe Benefits @19% = \$4,214 Fringe benefits include: life/health insurance, FICA, unemployment, worker's compensation insurance coverage.

EXAMPLE Travel: Total Grant Funds Requested \$519.50 (should match budget form)

- Rate of reimbursement per mile = \$0.655 (Mileage reimbursement paid by program grant funds cannot exceed the Federal IRS mileage reimbursement rate unless otherwise negotiated directly with the State of Minnesota).
- Mileage = \$65.50; 100 miles of travel planned for project activities XYZ x \$0.655
- Lodging = \$296; 2 nights at estimated rate of \$148
- Meals = \$158; 2 travel days at per diem rate of \$79
- Out-of-state travel is discouraged and must be approved specifically by the MDH grant manager.

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.

Grantees must outline their request in the following categories:

Grant Line-Items

- Salaries
- Fringe
- Travel
- Supplies
- Contracted Services
- Equipment and Capital Improvements
- Indirect
- Other

Indirect Cost – cannot exceed 10% of grant’s direct costs

Direct costs are the activities or items associated specifically with the grant project or program. This may include project materials, program staff salaries, and other fees that pertain **only** to the grant program.

Indirect costs include items that are associated with running the organization as a whole, like administrative staff salaries, rent, utilities, office supplies, etc. Your entire organization uses these items both for administrative purposes and for other programs. You can calculate a percentage of these costs for your program, but you cannot include 100% of the costs of these items in your budget.

RFP Part 4: Application Evaluation Criteria

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

Application Evaluation Criteria

All complete applications from eligible applicants will be scored on a 100-point scale. Below is a breakdown of that scale, and the component of the application where the information must be present.

Section 1: Thoroughness and Clarity of Application (10 points maximum)

- The application narratives are clear and concise.
- The application is complete and follows the prescribed format.

Section 2: Capacity to Provide Clinical Education (25 points maximum)

- A description of the service area and service area population.
- The applicant's patient population is described.
- A clear description of the grant project is provided, including an overview of what will be done, how it will be done and by whom. The projects overall potential to increase access to quality and timely dental care for low income, uninsured, and/or underserved populations is clearly defined.
- The project's use of innovative models for clinical dental education is clearly defined and how it will be accomplished.
- The applicant's organization provides evidence of collaboration between the communities it serves. An explanation of how the project or clinic is supported by the community and/or letters of support are attached. Letters of support are not required but are strongly encouraged.

Section 3: Project Narrative (25 points maximum)

- A clear description of the capability of the organization to successfully provide services to the target population, including evidence of collaboration, if applicable, between the organization and the community it serves.
- A clear description of the grant project is provided. Project details will be provided in the work plan, and it will include a reasonable timeline in which the grant project activities will be accomplished and by whom.
- A clear and concise problem statement is included. It should be a patient-focused problem that directly relates to the proposed project.
- An explanation is included to describe how the data supporting the need for the project is related to health disparities and how the project is intending to improve health equity.
- There is a clear relationship between the identified problem and the goals, objectives, and activities. If data is included, it should be related to the problem statement.

Section 4: Project Work Plan (20 points maximum)

- Objectives are provided in the prescribed format and are measurable, including base data to document improvement in outcomes.
- Population and/or patient data is provided to support the need for the project.
- Strategies or activities for achieving each objective are provided and are clear. Each activity includes the staff role/person who will be responsible and a time frame for completion.
- The work plan identifies key staff competent to carry out the project objectives.

Section 5: Budget and Justification (20 points maximum)

- The budget form and budget justification are provided, relevant and accurate.
- 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.
- The budget relates to the proposed project and project objectives.
- The budget does not include extraneous items to the grant project. If the project is broadly providing services, the budget may be inclusive of general operations.

RFP Part 5: Attachments

Required:

- **Due Diligence**
Please complete the Due Diligence form and attach to the online application form.
- **Audited Financial Documents**
Please upload 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.
- **Proof of Accreditation (for education programs)**
- **Proof of Medicaid enrollment (for clinical training sites)**

Other Supporting Documents (optional):

- Service Area Maps
- Letters of Support