



# FY 2022 FQHC Subsidy Grant

GRANT REQUEST FOR PROPOSAL (RFP)

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10/1/21

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:** FY 2022 FQHC Subsidy Grant Request for Proposals (RFP)
- **Minnesota Department of Health (MDH) Program Website:**  
<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#fqhc>
- **Application Deadline:**
  - **October 29, 2021** (Letter of Intent/LOI)
  - **December 17, 2021** (Budget Application)

### 1.2 Program Description

Per legislation passed during the 2007 session, Minnesota Statute 145.9269 empowers the Commissioner of the Minnesota Department of Health to distribute grants to FQHCs and FQHC Look-Alikes “operating in Minnesota to continue, expand, and improve federally qualified health center services to low-income populations.” The program is administered by the Office of Rural Health and Primary Care (ORHPC).

### 1.3 Funding and Project Dates

#### Funding

The Legislature has appropriated up to \$2,644,000 in Fiscal Year 2022. Funding will be allocated by formula, among eligible applicants.

Awards to clinics are calculated using a formula that incorporates clinic and combined totals of discounted services based on UDS data (Table 9D, #13e). Only discounts provided in Minnesota are included for Health Centers that have locations outside of the state. The formula also includes a 2 percent minimum and 30 percent maximum award for clinics with less than 2 percent or more than 30 percent of total discounted services.

The formula calculation determines each award. Based on prior award calculations, most Health Centers only qualify for the minimum award, which is \$52,880 for FY22. Per the program statute, requests for higher awards cannot be granted.

The subsidy award grant period will be January 15 to December 31, 2022.

FQHC Subsidy Grant Funding	
General Fund Appropriation	\$2,425,000
Health Care Access Fund	\$219,000
<b>Total Available FY 22</b>	<b>\$2,644,000</b>

## Match Requirement

No match requirement for this grant.

## Project Dates

RFP Published:	October 1, 2021
Grant Application Letter of Intent due to MDH	October 29, 2021
Grant Distribution Announcement	November 12, 2021
Grant Budget Application due to MDH	December 17, 2021
Estimated Grant Agreement Start Date	January 15, 2022

## 1.4 Eligible Applicants

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

## 1.5 Questions and Answers

All questions regarding this RFP must be submitted by email or phone to [health.PrimaryCarePrograms@state.mn.us](mailto:health.PrimaryCarePrograms@state.mn.us). Please submit questions no later than 4:30 p.m. Central Time, on October 21, 2021.

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

The vision of the Minnesota Department of Health is for health equity in Minnesota, where all communities are thriving and all people have what they need to be healthy. Achieving health equity means creating the conditions in which all people have the opportunity to attain their highest possible level of health without limits imposed by structural inequities. Find more information on health equity at [MDH Center for Health Equity](#).

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

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

### 2.2 Eligible Projects

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

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

#### Ineligible Expenses

Ineligible expenses include but are not limited to:

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

## 2.3 Grant Management Responsibilities

### Grant Agreement

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

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

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

### Accountability and Reporting Requirements

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

Requests for reimbursement for the 2022 FQHC Subsidy grant will be accepted *no more frequently than on a quarterly basis*. However, the amount requested is not limited to a quarter of the award. For instance, a grantee that has expended the entire award amount in the first quarter may request reimbursement for the full award amount at that time and submit no other requests for reimbursement in the grant period.

The following reports must be submitted to ORHPC:

- A semi-annual progress report describing progress and accomplishments on measurable objectives
- A final progress report describing accomplishments on measurable outcomes

**The reporting and invoicing schedule will be:**

**Date Due to MDH**

**January 15, 2022– June 30, 2022**

**July 20, 2022**

**July 1, 2022 – December 31, 2022**

**January 20, 2023**

### Grant Monitoring

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

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

## Technical Assistance

All questions regarding this RFP must be submitted by email or phone to [health.PrimaryCarePrograms@state.mn.us](mailto:health.PrimaryCarePrograms@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.

## 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 (<http://www.mmd.admin.state.mn.us/process/search>);

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- 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-1>).
- v. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- vi. The grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- vii. Notwithstanding (i) - (iv) above, State may waive bidding process requirements when:
- Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant or
  - There is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- viii. Projects that include construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under Minnesota Statutes 177.41 through 177.44.
- ix. Grantee must not contract with vendors who are suspended or debarred in MN: The list of debarred vendors is available at: <http://www.mmd.admin.state.mn.us/debarredreport.asp>.

### Conflicts of Interest

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

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

Organizational conflicts of interest occur when:

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

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

### **Public Data and Trade Secret Materials**

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

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

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

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

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

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

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

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

## **Audits**

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

## **Affirmative Action and Non-Discrimination Requirements for all Grantees**

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

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part [5000.3500](#)

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

## **2.5 Review and Selection Process**

### **Review Process**

Upon receipt of the grant application Letter of Intent (LOI), MDH will calculate the total dollar amount of grant funding by formula, determined by statute, as follows:

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Awards to clinics are calculated using a formula that incorporates clinic and combined totals of discounted services based on UDS data (Table 9D, #13e). Only discounts provided in Minnesota are included for Health Centers that have locations outside of the state. The formula also includes a 2 percent minimum and 30 percent maximum award for clinics with less than 2 percent or more than 30 percent of total discounted services.

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

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

### Grantee Past Performance and Due Diligence Review Process

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

### Notification

After the Letter of Intent (LOI) of the application process, MDH anticipates notifying all eligible applicants via email of award amounts before or on **November 12, 2021**.

## RFP Part 3: Application and Submission Instructions

### 3.1 Application Deadline

All Letter of Intent (LOI) applications **must** be received by MDH no later than 11:59 p.m. Central Time, on October 29, 2021.

**Late applications will not be accepted.** It is the applicant's sole responsibility to allow sufficient time to address all potential delays caused by any reason whatsoever. MDH will not be responsible for delays caused by computer or technology problems. The applicant will incur all costs incurred in applying to this RFP

**Once the grant distribution is determined and sent back to the applicant organizations, all Budget applications must be submitted online through the [Grants Portal](#) no later than 11:59 p.m. Central Time, on December 17, 2021.**

### 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](mailto:health.PrimaryCarePrograms@state.mn.us).

### 3.3 Application Instructions

A. The Letter of Intent (LOI) includes the following components:

- Online form:
  - Organization and Application Information
  - Organization Description
  - UDS Data for Sliding Fee Discounts for Calendar Year 2020
  - UDS Data for Unduplicated Patient Total for Calendar Year 2020
  - Total Patient Encounters for Calendar Year 2020
- Required Attachments
  - UDS Data documentation for organization site
  - [Due Diligence form](#)
  - Financial Documents

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- Optional Attachment
  - Conflict of Interest

The rest of this section will give details about the information required in the forms and documents listed above:

### 1. Organization Description (Character Limit: 15,000)

Provide a narrative summary of the organization to include:

- a) A description of the organization - the history, geographic area, and patients served, administrative structure and budget.
- b) A brief description of the intended purpose and use of grant funds. A detailed description of the use of grant funds will be required in the Budget Application, along with a budget and budget narrative. For the Letter of Intent (LOI), only a broad description of how the funds will be spent is required.

### 2. UDS Data

In order to determine the award amount, applicants must submit a spreadsheet or table detailing the 2020 UDS data for their clinic from Table 9D, #13e. Only discounts provided in Minnesota are included for Health Centers that have locations outside of the state. The spreadsheet or table must include the total number of sliding fee scale discounts in clinic from January 1, 2020-December 31, 2020; the number of unduplicated patients total for January 1, 2020-December 31, 2020; and the total number of patient encounters for January 1, 2020-December 31, 2020.

### 3. Due Diligence Review (Financial Questionnaire) Form

This form is a standard MDH financial review required for all grants in excess of \$50,000. Complete all fields on the form. No single answer will disqualify an applicant – the form is merely an assessment of potential risk.

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

### 4. Financial Documents

Please upload a scanned copy of the most recent independent audit to the online application form as defined below:

Nonprofit organizations must submit one of the following, based on annual income levels, for the previous full accounting period (12 months):

- Organizations with annual income of under \$50,000 or who have not been in existence long enough to have completed IRS Form 990 or an audit must submit the most recent board-reviewed internal financial statements.
- Organizations with annual income over \$50,000 and under \$750,000 must submit the most recent IRS Form 990 or a Certified Financial Audit.

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- Organizations with annual income over \$750,000 must submit the most recent Certified Financial Audit.

### 5. Conflict of Interest

If applicable, provide a list of all entities with which the organization has relationships that create, or appear to create, a conflict of interest with the work contemplated by this RFP. Please see Section 2.4, Conflicts of Interest for additional information.

Before completing the Budget Application, the **Grant Distribution Announcement** will be made to eligible applicants via the grants portal to the applicant contact person listed in the Organization and Application Information of the LOI.

Grant awardees will have roughly *four weeks* to draft a project narrative and budget explaining how state grant funds will be spent during the grant period.

### B. The Budget Application includes the following components:

- Project Narrative
- Budget Summary
- Budget Narrative

The rest of this section will give details about the information required in the forms and documents listed above:

#### 1. Project Narrative

The Project Narrative must include:

- a) Provide a brief project description with activities intended to be supported by grant funds that will “continue, expand and improve federally qualified health center services to low-income populations”.
- b) A workplan of program activities/objectives to be funded with grant dollars with person/staff responsible, program location, start and end dates.
- c) A description of the group or population who will benefit from the project.

#### 2. Budget Summary (see sample document below)

Using the online form, list the amounts of all expenses that you are proposing to pay out of this grant program. Please note, as a *grant* program, funds may be used for general operations but must be tied to actual expenditures for which the grantee is able to submit supporting documentation. Uncompensated care does not constitute an expenditure.

The information provided on the form will become the basis for tracking grant payments. Grant funds are for operating costs to defray underpayment for services provided to EMA enrollees.

#### 3. Budget Narrative

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As a file upload, explain in detail each line item (except salaries and fringe benefits) listed on the Budget Summary form, including showing how expenses are estimated. List the line items in order as they appear in the Budget Summary.

- Salaries and Fringe Benefits– include name(s) of grant-supported staff with position title and the calculation of hours or full-time equivalent (FTE).
- Contracted Services – include the vendor names, services provided, fees and cost per unit of service.
- Supplies – include descriptions and brand names (if any).
- Travel – include a detailed description of the proposed travel as it relates to the direct operation of the dental organization. Provide the number of miles planned for program activities as well as the rate of reimbursement per mile. Mileage rates may not exceed IRS mileage reimbursement.
- Equipment and Capital Improvements– include a description of any grant funding to be used to purchase equipment, or to make capital improvements. Include the name and brand of equipment.
- Other Expenses–if it is necessary to include expenditures in this category, specify what this expense is and include a detailed description of the activities as it relates to the direct operation of the dental clinic. If possible, include a separate line-item budget and budget narrative.

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 and may lead to the application being rejected. **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.**

## FQHC Subsidy Grant Work Plan

Grantee Organization:

Program Objectives	Start Date	End Date

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 (Grantee Organization Name) Budget

<b>Categories</b>	<b>Description of expenses</b>	<b>Total</b>
Salaries	.50 FTE for Dentist who provided clinical services to eligible clients	\$5,000
Fringe		
Supplies		
Travel		
Equipment & Capital Improvements		
Consultants/Subcontractors		
Other:		
<b>TOTAL</b>		