

2024 Critical Access Dental Infrastructure Grant Program

QUESTIONS AND ANSWERS

Updated March 25, 2024

Updated grant application due date

The grant application deadline has been extended and the new due date for applications is 4:30 p.m. Central Time on Monday, April 1, 2024.

Q1. Are we required to upload the Critical Access Dental Provider certification letter? If so, how can I get the certification letter?

A1. Yes, the Critical Access Dental Provider certification letter is required as it demonstrates eligibility to apply for the grant. You can apply for certification as a Critical Access Dental Provider with the Minnesota Department of Human Services. You can access the application form at this site: [CADPP Dental Practice Designation Request](#). If you are unsure if you have certification as a Critical Access Dental Provider, you can contact the Minnesota Department of Human Services Provider line at 651-431-2700.

Updated Answer: The Critical Access Dental Provider certification letter is now an optional attachment.

Q2. We are still waiting on the IRS determination letter for our non-profit status. We filed the 1023 in September of 2023 and the IRS is currently up to June 9th. The IRS does have a way one can try to get moved up in the line if there is grant money pending that if not received will adversely affected the non-profit. So, my question is, can I apply for the grant if we are still waiting on the IRS determination letter with the hope that we receive it before the grant money is transferred or so we can file a expedite handling requests with the IRS?

A2. In order to be eligible, you would have to have your 501(c)(3) designation by the time the grant start date occurs. You also need to be certified by the Minnesota Department of Human Services as a Critical Access Dental Provider. You can access the application form at this site: [CADPP Dental Practice Designation Request](#).

Q3. I have a question regarding Contracting and Bidding Requirements. The expected cost of services and materials, is this amount per item or all items total?

A3. The bidding process is for the total amount of the contract. For example, if you are contracting for 10 dental chairs at \$20,000 each, the total cost would be \$200,000 and would be subject to the requirements for contracts of over \$100,000.

Q4. Can you tell me if we can combine needed projects to meet the minimum requirement? Is there a reason why there is a minimum amount required that is such a large amount?

A4. Yes, you may combine needed projects within your organization to meet the minimum grant requirement. The minimum was set based on conversations with stakeholders, MDH, and the legislature about the need for larger amounts of funding to support specific equipment and facilities requests that cannot be accommodated by other grant programs whose maximum amount is in the tens of thousands of dollars. The award minimum is the “estimated” award minimum, so if you would like to submit an ask for a smaller amount you may do so.

Q5. Can reviewers recommend partial funding of a grant if they determine the amount is too high or will they reject the entire application?

A5. Reviewers may recommend partial funding of an application and applications are not necessarily rejected outright if the costs are deemed too high.

Q6. What is the SWIFT vendor ID and location code asked for in the application?

A6. The vendor ID and location code that is being asked for in the application is a SWIFT code. This is the integrated financial records system for the State of Minnesota and this is how we contract with you. If you do not already have a SWIFT account and vendor ID, you can register for one at the following link:

[Registration \(state.mn.us\)](https://state.mn.us)

Here is a step-by-step guide for how to register with SWIFT:

[Register as Supplier \(mn.gov\)](https://mn.gov)

If you have any challenges getting the SWIFT ID, you can contact the SWIFT help desk at 651-201-8106 or efthelpline.mmb@state.mn.us.

Q7. Is this a one-time grant to be awarded in 2024 only or do we expect this grant will get funded again in the future?

A7. As it stands right now, funds are only allocated for this grant cycle. There's a possibility that the legislature will decide to allocate funds going forward, but as of right now, there are not funds in the fiscal 2025 budget.

Q8. Do you expect to award the whole \$2.375 million in fiscal year 2024?

A8. We will award the whole \$2.375 million this fiscal year because the funds must be spent by the end of the fiscal year. There will not be carryover.

Q9. We do not have history of receiving grants before. Is this necessary to complete the review of past performance before awarding a grant?

A9. It is fine if your organization has not had a grant before. We ask in the application about your capacity to administer the grant and we also have the due diligence form to review your organization's financial controls and other capabilities related to managing grants. It will not count against your organization if you have not had grants before.

Q10. I understand that the estimated maximum award is \$450,000. If we submit a grant request higher than this amount, would it impact our grant's score or negatively impact our request?

A10. There are not specific scoring criteria around the amount that you're requesting. It's whether or not the reviewers will decide to fund that full application. They are keeping in mind the criteria of the \$100,000 to \$450,000. They may decide that the project is worthy of full funding over that amount, but they may also recommend partial funding. It's up to those reviewers. What they are reviewing is whether your budget is reasonable and are your line items connected to what you're trying to achieve.

Q11. If we are a private practice provider and do not have audited financial statements, what do we submit instead?

A11. You would submit your last year's tax form instead of audited financial statements.

Q12. What year do you need audited financial statements or tax forms from?

A12. **Updated answer:** We ask you to provide them for the last fiscal year. Since we are in the filing period for Fiscal Year 23 taxes, you could provide either Fiscal Year 23 or Fiscal Year 22. If you are a nonprofit and are not required to have an audited financial statement, you would submit the tax form 990 for nonprofit filing.

Q13. We are a teaching facility with one of the Minnesota State colleges and universities. Can we apply for this grant?

A13. As long as you are a certified critical access dental provider, and dental clinics run by the Minnesota State colleges and universities system are eligible for that, you would be eligible to apply. You must have your critical access dental provider certification letter from the Department of Human Services to apply.

Updated Answer: As long as you are a critical access dental provider, and dental clinics run by the Minnesota State colleges and universities system are eligible for that, you would be eligible to apply. The Critical Access Dental Provider certification letter is now an optional attachment.

Q14. Can we combine funding for equipment and capital improvements in one application?

A14. Yes, you may include any eligible expense in the grant application. Be sure to address how all the different types of funding are needed in your program statement and needs description.

Q15. Should I include as attachments the bids I used to determine equipment costs?

A15. Yes, you may include the bids as attachments.

Q16. Does the construction have to be completed within the one-year funding period?

A16. Construction does not need to be completed within the one-year grant time frame, but all funds must be spent within the one-year grant timeframe. Depending on your payment policies, if you are not allowed to pay until work is completed, then construction would need to be completed to spend the funds.

Q17. We have more than one critical access dental site within our system. We only want to update capital infrastructure at one site. Do we need only patient mix numbers from the location we are looking to update or do we need to report on all locations?

A17. If you are only applying for the one location, you only need to use data for that location in your application.

Q18. For the bidding process, are we bidding to the market or individual contractors?

A18. If the item or project is over \$100,000, a formal notice and bidding process is required, which is given out to the market for anyone to bid. You can contact individual contractors for items of less than \$100,000 to get verbal quotes.

Q19. Our organization has multiple locations that are individually certified as critical access dental providers. We are completing one application on behalf of all our critical access locations. What SWIFT location code should I use for the application?

A19. You can use the location code for your main/corporate location or choose one of the critical access facilities to be a fiscal agent for the grant. The SWIFT location code is for contracting and will be where the contract and grant funds will be sent. Please be sure to include the Critical Access Dental Provider certification letter for each location where you will be using the funds as part of the grant project.

Q20. Can we combine funding for equipment and supplies in this grant opportunity? Is there a funding limit for supplies?

A20. Both equipment and supplies are eligible expenses under this grant. Please do separate them into the different line items, with items costing under \$5,000 each listed as supplies and anything costing over \$5,000 as equipment. There is no restriction on the amount that can be used for supplies versus equipment.

Q21. Can you clarify whether we should report the number of patient visit/encounters or the number of unique patients for your questions about the number of patients on Minnesota Health Care Programs, Medicare, or uninsured? Also, what date range should we use?

A21. Please report the numbers of patient encounters for each of these groups based on the last full year's data.

Q22. I am a sole proprietor business, which means my business taxes are part of per my personal tax return. What documents do I need to submit to demonstrate my business’s finances?

A22. To complete the application and provide the necessary financial documents required as part of the state’s [Due Diligence form](#), you will need to submit Schedule C from your federal return, which lists your business income; your Minnesota tax return; and your most recent financial statements for your business.

Q23. The RFP states the reimbursement process is quarterly, do these dates follow the reporting dates (January 20, April 20, July 20, and October 20) or when are the reimbursement invoices processed?

A23. Payment is made within 30 days of the due date of the invoice, as long as there are not questions or documentation issues that need to be resolved.

Q24. How should I answer the questions on the Due Diligence form, Section 6, questions 1 and 2, regarding our organization’s history of performing similar activities and our organization’s current staffing and budget?

A24. For Section 6, Question 1, regarding your organization’s history of performing similar activities, please speak to whether your organization has been through an expansion or renovation project before and how you have scaled up with staffing to mee demand. For question 2, please provide your current staffing numbers (e.g., 3 full time and 5 part time employees) and your total organization budget (e.g., \$1,000,000).

Q25. Do we need to include the bids or quotes for equipment and services with our application?

A25. You do not need to send the quotes in with the application. You would need to provide proof of the bidding when you are requesting reimbursement for the expenditures or during the grant monitoring visit.

Q26. Do I have to follow the contracting and bidding requirements as referenced in the RFP if I have vendors with whom I already work or have my own procurement policy?

A26. **Updated Answer 3/25/24:** Upon further review our office would like to clarify that anyone using state or federal funds must follow the procedures outlined in section 2.4 of the [RFP](#) and

2024 MENTAL HEALTH CULTURAL COMMUNITY CONTINUING EDUCATION –
TRAINERS GRANT PROGRAM QUESTIONS AND ANSWERS

put requests out for solicitation whenever possible. This bidding requirement applies to both services and materials, so it applies to both the purchasing of equipment and the subgranting/subcontracting out of components of the grant.

If it is not possible to put out a request for solicitation, you must document why you were not able to do so. MDH will ask about your process during the quarterly progress reviews and/or the monitoring visit. Not following the bidding requirements may mean that certain expenses cannot be reimbursed.

Q27. Would you please confirm that you are, indeed, asking for the percentages of our patients who are on Medicare (as opposed to Medicaid)? We consider Medicare patients to be part of our patient population that is on Minnesota Health Care Programs.

A27. Yes, we are asking for the percentage of patients on Medicare, since Medicare is not part of [Minnesota Health Care Programs](#) unless it is a Medicare Savings Program. We need you to break out the percentage of patients paying via Medicare from the Minnesota Health Care programs to ensure that the data is consistent across applications.

Minnesota Department of Health
Office of Rural Health and Primary Care
PO Box 64882
St. Paul, MN 55164-0882
651-201-3780
Critical.Access.Dental.Infrastructure.MDH@state.mn.us
www.health.state.mn.us

03/25/24

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