



FY 2023 -2025 FQHC Subsidy Grant

GRANT REQUEST FOR PROPOSAL (RFP)

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08/29/2022

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RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** FY 2023-2025 FQHC 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>
- **Letter of Intent Deadline:** 11:59 p.m., Wednesday, September 28.
- **Application Deadline:** November 14, 2022

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 Federally Qualified Health Centers (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 each Fiscal Year. Funding will be allocated by formula, **among eligible applicants over a 3-year project period.**

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.

FQHC SUBSIDY GRANT FY 2023-2025

The FQHC Subsidy grant project period will be January 15, 2023, to December 31, 2025.

FQHC Subsidy Grant Funding	
General Fund Appropriation	\$2,425,000
Health Care Access Fund	\$219,000
Total Available FY 23	\$2,644,000

Match Requirement

No match requirement for this grant.

Project Dates

January 15, 2023-December 31, 2025

1.4 Eligible Applicants

Eligible applicants are provider organizations who receive a grant under [United States Code, title 42, section 254b](#), or, based on the recommendation of the Health Resources and Services Administration within the Public Health Service, is determined by the secretary to meet the requirements for receiving such a grant.

Collaboration

Collaboration between agencies is encouraged but not required.

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email or phone to health.PrimaryCarePrograms@state.mn.us or 651-201-3870. All answers will be posted within five business days at: [Federal Qualified Health Center Subsidy Grants](#).

Please submit questions no later than 4:30 p.m. Central Time, on September 15, 2022.

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.

This grant will serve:

- At-risk and underserved populations with limited access to medical care regardless of the patient's ability to pay.

Grant outcomes will include:

- Improving the quality of life for at-risk and underserved populations through preventative care, chronic disease treatment, mental and dental health care.

2.2 Eligible Projects

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
- Bad debts, late payment fees, finance charges, or contingency funds
- Indirect 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.

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 the terms in the grant agreement have been met.

The progress reporting schedule will be bi-annually. Reports will be submitted through the Office of Rural Health and Primary Care’s online grant portal. A report form will be provided to grantees.

Reports will be due 20 days after each six months per the following schedule:

Annually the reporting schedule will be:	Date Due to MDH
January 1st – June 30	July 20
July 1st – December 31	January 20

The final report will be due on January 20, 2026.

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 30-day notice prior to the scheduling of a monitoring schedule.

Technical Assistance

All questions regarding this RFP must be submitted by email or phone to 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.

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

Annual invoicing schedule	Date due to MDH
January 15 – March 31	April 20
April 1 – June 30	July 20
July 1 – September 30	October 20
October 1-December 31	January 20

The final report will be due on January 20, 2026.

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>);
 - Metropolitan Council’s Targeted Vendor list: Minnesota Unified Certification Program (<https://mnuccp.metc.state.mn.us/>) or
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program (<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development-9>).
- v. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- vi. The grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- vii. Notwithstanding (i) - (iv) above, State may waive bidding process requirements when:
 - Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant or
 - There is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- viii. Projects that include construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under Minnesota Statutes 177.41 through 177.44.
- ix. Grantee must not contract with vendors who are suspended or debarred in MN: The list of debarred vendors is available at: <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 section of the online application and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

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

Individual conflicts of interest occur when:

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

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

Public Data and Trade Secret Materials

All applications submitted in response to this RFP will become property of the State. In accordance with [Minn. Stat. § 13.599](#), all applications and their contents are private or nonpublic until the applications are opened.

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

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

If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Minn. Stat. § 13.37](#), the applicant must:

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

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

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

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

Audits

Per [Minn. Stat. § 16B.98](#), 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. 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

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:

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.

No single eligible provider will receive less than 2 percent or more than 30 percent of the total appropriation for this grant.

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 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.

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 the MDH grants portal of the **award amounts on or around October 3, 2022, with the budget and narrative application due November 14, 2022.**

For successive budget years award amounts, the MDH grants portal will provide a file upload for grantee's UDS data on:

- **Year 2**- The total number of sliding fee scale discounts in clinic from January 1, 2022-December 31, 2022.
- **Year 2** - The number of unduplicated patients total for January 1, 2022-December 31, 2022.
- **Year 2** - The total number of patient encounters for January 1, 2022-December 31, 2022.
- **Year 3**- The total number of sliding fee scale discounts in clinic from January 1, 2023-December 31, 2023.
- **Year 3** - The number of unduplicated patients total for January 1, 2023-December 31, 2023.
- **Year 3** - The total number of patient encounters for January 1, 2023-December 31, 2023.

RFP Part 3: Application and Submission Instructions

LETTER OF INTENT

Applicants **MUST** submit a **Letter of Intent** by 11:59 p.m., Wednesday, September 28. If the **Letter of Intent** is not received by the deadline, then any application in response to this RFP will **NOT** be accepted and considered.

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 Wednesday, September 28.

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.

Once the grant distribution is determined and sent back to the applicant organizations, all Narrative and Budget applications must be submitted online through the MDH grants portal no later than 11:59 p.m. Central Time, on November 14, 2022.

3.2 Application Submission Instructions

ORHPC requires application submissions to be made through an online [MDH Grants Portal](#).

- Existing users: If your organization currently has, or has had 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.
- If you think that you or someone at your organization has already registered your organization in the system but you do not yet have an account, do not create a new account. Please contact our office to receive a username and password for the existing account.
- 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.
- To add collaborators, such as a fiscal officer, to the application, follow the instructions provided in the Creating and Managing a User Profile guide.

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.

All costs incurred in responding to this RFP will be borne by the applicant.

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

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well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

If you have any questions, please contact us at: health.PrimaryCarePrograms@state.mn.us

RFP Part 4: Application Overview

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.

4.1 Letter of Intent

Section 1: Organization and Application 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: Letter of Intent

1. A description of the organization
2. UDS Data, found in Table 9D from the 2021 UDS report submitted to HRSA

In order to determine the award amount, applicants must submit a spreadsheet or table detailing the 2021 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, 2021-December 31, 2021
 - The number of unduplicated patients total for January 1, 2021-December 31, 2021
 - The total number of patient encounters for January 1, 2021-December 31, 2021.
3. [Due Diligence 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.
 - Organizations with annual income over \$750,000 must submit the most recent Certified Financial Audit.

4.2 Narrative and Budget Application

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: Program Narrative

The Project Narrative must include:

- a) A description of the project.
- b) A workplan of project activities 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.

Section 4: Budget

1. Budget Line Items

List the amounts of all expenses that you are proposing to pay out of this grant program.

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.

2. Budget Narrative

Explain in detail each Budget Line Item in the respective narrative section, including showing how expenses are estimated. List the line items in order as they appear.

- 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.

Section 5: Optional Attachments

This can include but is not limited to letters of support from other organizations and/or collaboration letters.

Section 6: Conflict 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 section of the online application as a part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

RFP Part 5: Application Submission Checklist

Letter of Intent Deadline: September 26, 2022

- Section 1: Organization and Applicant Information
- Section 2: Letter of Intent
 - UDS Data, Found in Table 9D from the 2021 UDS report submitted to HRSA
 - Due Diligence Form
 - Financial Documents

Budget and Narrative Application Deadline: November 14, 2022

- Section 1: Organization and Applicant Information
- Section 2: Project Information
- Section 3: Program Narrative
- Section 4: Budget and Narrative
- Section 5: Optional Attachments
- Section 6: Conflict of Interest