



2025 Health Professionals Clinical Training Expansion Grant Program

GRANT REQUEST FOR PROPOSAL (RFP)

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07/22/2024

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Table of Contents

2025 Health Professionals Clinical Training Expansion Grant Program	1
RFP Part 1: Overview	3
1.1 General Information	3
1.2 Program Description.....	3
1.3 Funding and Project Dates	3
1.4 Eligible Applicants.....	4
1.5 Questions and Answers	5
RFP Part 2: Program Details.....	6
2.1 Priorities.....	6
2.2 Eligible Projects.....	6
2.3 Grant Management Responsibilities	8
2.4 Grant Provisions	9
2.5 Review and Selection Process	13
RFP Part 3: Application and Submission Instructions.....	15
3.1 Application Deadline	15
3.2 Application Submission Instructions	15
3.3 Application Instructions.....	16
RFP Part 4: Application Guidance	17
Section 1. Organization and Applicant Information	17
Section 2. Project Information.....	17
Section 3. Organization Background and Capacity.....	17
Section 4. Project Narrative and Work Plan	18
Section 5: Budget & Budget Narrative.....	19
Section 6: Required Attachments.....	20
Section 7: Applicant Conflict of Interest Disclosure	21
RFP Part 5: Attachments.....	22
Attachment A: Application Evaluation Criteria.....	23
Attachment B: Sample Project Work Plan	27

RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** 2025 Health Professionals Clinical Training Expansion Grant Program
- **Minnesota Department of Health (MDH) Program Website:** [ORHPC Grant Information-HPCE Grant Program](#)
- **Application Deadline:** September 9, 2024

1.2 Program Description

The Health Professionals Clinical Training Expansion (HPCE) grant program, authorized by Minnesota Statutes [Sec 144.1505](#) and updated in the 2024 legislative session, awards grants to support the establishment or expansion of clinical training for eligible health professional training programs. Providing funding opportunities for clinical training programs will strengthen Minnesota’s health care workforce and increase access to primary care and mental health services for rural and underserved urban communities. This grant program funds activities associated with planning and implementing new clinical training programs and expanding the number of professionals trained through existing clinical training programs in rural and underserved urban areas in Minnesota.

1.3 Funding and Project Dates

Funding

The Minnesota Legislature has appropriated \$500,000 annually for this program.

Distribution of Funding

- Eligible clinical training programs may receive up to \$75,000 for a one-year planning project.
- Eligible clinical training programs may receive up to \$300,000 for a three-year expansion project.

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.

Funding	Estimate
Estimated Amount to Grant	\$500,000
Estimated Number of Awards	3-5
Estimated Award Maximum	\$300,000
Estimated Award Minimum	n/a

Match Requirement

There is no match requirement for this grant.

Project Dates

RFP Published:	July 22, 2024
Informational Webinar:	Recording to be posted with RFP materials by August 5, 2024
Application due to MDH:	September 9, 2024
Grant distribution announcement (estimated):	Late October 2024
Grant Agreements begin (estimated):	January 1, 2025

1.4 Eligible Applicants

Eligible applicants are programs that fulfill the following criteria:

- Are located in Minnesota and train, or propose to train, students residing and working in Minnesota.
- Plan to establish or expand clinical training for students in the following health professional programs:
 - Advanced Practice Registered Nursing Program
 - Must be accredited as a master's, doctoral, or postgraduate level advanced practice registered nursing program by the Commission on Collegiate Nursing Education or by the Accreditation Commission for Education in Nursing, or be a candidate for accreditation.
 - Dental Therapy Program or Advanced Dental Therapy Program
 - Must be approved by the Minnesota Board of Dentistry or currently accredited by the Commission on Dental Accreditation.
 - Mental Health Professional Program
 - Must be accredited by the appropriate accrediting body for clinical social work, psychology, marriage and family therapy, or licensed professional clinical counseling, or be a candidate for accreditation.
 - A mental health professional is defined as an individual providing clinical services in the treatment of mental illness who meets one of the qualifications under MN Statutes [Sec. 245I.04, subdivision 2](#).
 - Pharmacy Program
 - Must be accredited as a Doctor of Pharmacy program by the Accreditation Council on Pharmacy Education.
 - Physician Assistant Program

- Must be accredited as a physician assistant program by the Accreditation Review Commission on Education for the Physician Assistant or be a candidate for accreditation.
- Applicants must be able to demonstrate membership and compliance with the corresponding accrediting bodies.
- Applicants from the same organization may hold two grants as long as they are providing clinical training program planning or expansion in two different departments.

Please note: Physician residency training programs, dental education programs, and dental residency training programs are not eligible for this HPCE funding opportunity. As detailed in MN Statutes [Sec. 144.1505](#), physician and dental programs are eligible for the [Rural and Underserved Clinical Rotations Grant Program](#).

Recipients of grants through the [Rural and Underserved Clinical Rotations Grant Program](#) may not receive HPCE funding for the same program.

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

Collaboration

Applicants are strongly encouraged to partner with providers and provider organizations to create new clinical training opportunities. Successful applicants will be required to work with students in eligible health professions, accrediting bodies, health care providers and provider organizations.

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email to Health.ORHPC.WorkforceGrants@state.mn.us. All answers will be posted within five business days at [ORHPC Grant Information - HPCE Grant Program](#).

Please submit questions no later than 4:30 p.m. Central Time on August 26, 2024.

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 Information Meeting

A link to a recorded informational webinar will be posted by August 5, 2024 at [ORHPC Grant Information - HPCE Grant Program](#).

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.

How applicants propose to use grant funds to address health equity will factor into the competitive grant selection.

The Health Professionals Clinical Training Expansion Grant seeks to expand Minnesota's health care workforce by establishing and expanding clinical training opportunities, with a particular focus on increasing the number of health professionals serving in rural and underserved urban communities in Minnesota. Clinical training is a necessary component of health professional education, but capacity for clinical training is limited and barriers to expansion exist.

This grant will serve:

- Rural and underserved urban communities by strengthening Minnesota's health care workforce and improving access to health care.
- Eligible health professional programs and students by expanding clinical training opportunities.

Grant outcomes will include:

- Greater access to health care in rural and underserved urban Minnesota communities.
- An increase in the number of clinical training opportunities for health professionals.

Other Competitive Priorities

- Program advances health equity.
- Program incorporates strong model of team-based primary care.
- Program is likely to be sustainable after the grant period.

2.2 Eligible Projects

Eligible projects will plan or implement expanded clinical training opportunities for students in eligible training programs (see RFP section 1.4). Expansion projects must propose an increase in the number of students trained; applicants must attest that grant funds will be used to support an increase in the number of clinical training slots.

Training must take place in rural and/or underserved communities. For the purposes of this grant program, “rural community” means a statutory and home rule charter city or township that is outside the seven-county metropolitan area as defined in section [473.121, subdivision 2](#).

For the purposes of this grant program, “underserved community” means a Minnesota area or population included in the list of designated primary medical care health professional shortage areas, medically underserved areas, or medically underserved populations maintained and updated by the U.S. Health Resources and Services Administration (HRSA).

To determine whether a proposed training site is in a designated shortage area, visit the HRSA website and use the search tools: [Find Shortage Areas \(hrsa.gov\)](#).

Applicants are strongly encouraged to partner with providers and provider organizations in rural and underserved communities to create new clinical training opportunities.

Eligible Expenses

Grant funds awarded may only be spent to cover the costs of:

- Establishing or expanding clinical training for physician assistants, advanced practice registered nurses, pharmacists, dental therapists, advanced dental therapists, and mental health professionals in Minnesota.
- Recruitment, training, and retention of students and faculty.
- Connecting students with appropriate clinical training sites, internships, practicums, or externship activities.
- Development and implementation of health equity and cultural responsiveness training.
- Supporting clinical education in which trainees are part of a team-based primary care model.
- Travel and lodging for students.
- Faculty, student and preceptor salaries, incentives, or other financial support.
- Training site improvements, fees, equipment, and supplies required to establish, maintain, or expand an eligible training program.
- Evaluations of the clinical training program(s).

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Solicitating donations.
- Taxes, except sales tax on goods and services.
- Lobbyists, political contributions.
- Bad debts, late payment fees, finance charges, or contingency funds.
- Supplanting existing program funds.
- Funding activities supported by other state grants, such as Medical Education and Research Costs (MERC) funding and the [Rural and Underserved Clinical Rotations Grant Program](#).

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. The grantee is expected to read the grant agreement, sign, and comply with all conditions of the grant agreement. Grantee should provide a copy of the grant agreement to all grantee staff working on the grant.

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.

Applicants can view a sample grant agreement on the [MDH Grant Resources webpage](#). Applicants should be aware of the terms and conditions of the standard grant agreement in preparing their applications. Much of the language reflected in the sample agreement is required by statute. If an applicant takes exception to any of the terms, conditions or language in the sample grant agreement, the applicant must indicate those exceptions, in writing, in their application in response to this RFP. Certain exceptions may result in an application being disqualified from further review and evaluation. Only those exceptions indicated in an application will be available for discussion or negotiation.

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

Accountability and Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant agreement have been met.

Reports will be submitted through the Office of Rural Health and Primary Care online grants portal. Standard invoice and progress report forms will be provided to grantees. Progress reports will be due 20 days after each fiscal quarter ends:

- January 20
- April 20
- July 20
- October 20

Grantees will be required to distribute an online survey, provided by MDH, that will request trainees' demographic information, such as race, ethnicity, sexual orientation, gender identity, country of origin, and disability status.

Grantees may be required to provide professional license numbers for students receiving training through grant funding.

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 the grantee's expenditures at least once during the grant period on grants over \$50,000.

Technical Assistance

Consultation regarding completing the online application process is available upon request. MDH will provide forms and templates for invoices and progress reports. MDH is also available to provide technical assistance for grantees. It is the grantee's responsibility to meet all obligations in the contract, and to notify MDH and request approval for any changes to these obligations. For assistance, contact the MDH Office of Rural Health and Primary Care at Health.ORHPC.WorkforceGrants@state.mn.us.

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. Invoices will be submitted through the Office of Rural Health and Primary Care online grants portal. Invoices will be due 20 days after each fiscal quarter ends:

- January 20
- April 20
- July 20
- October 20

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 ([Equity in Procurement \(TG/ED/VO\) Directory / Minnesota Office of State Procurement \(mn.gov\)](#));
 - 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 Minnesota: The list of debarred vendors is available at: <https://mn.gov/admin/osp/government/suspended-debarred/>.

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 [Applicant Conflict of Disclosure form](#) and submit it as part of the 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.

Non-Transferability

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

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, including those with knowledge of health professional training programs. 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 review 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 criteria and point values are detailed in **Attachment A: Application Evaluation Criteria**.

Grantee Past Performance and Due Diligence Review Process

- It is the policy of the State of Minnesota to consider a grant applicant's past performance before awarding subsequent grants to them.
- State policy requires states to conduct a pre-award risk assessment prior to a grant award. Additional information may be required for proposed budgets of \$50,000 and higher to a potential applicant in order to comply with [Policy on Pre-Award Risk Assessment for Potential Grantees](#).

Notification

MDH anticipates notifying all applicants via email of funding decisions by late October 2024.

RFP Part 3: Application and Submission Instructions

3.1 Application Deadline

All applications **must** be received by MDH no later than 4:30 p.m. Central Time on September 9, 2024.

Late applications will not be accepted. It is the applicant's sole responsibility to allow sufficient time to address all potential delays caused by any reason whatsoever. MDH will not be responsible for delays caused by mail, delivery, computer, or technology problems.

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

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

3.2 Application Submission Instructions

ORHPC requires application submissions through an [Online Grants Portal](#).

- Existing users: If your organization has had a grant with ORHPC and you have a user account, please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to reset your password.
- If you think that someone at your organization has already registered your organization in the system, but you do not have the account information, do not create a new account. Please contact our office at MN_health.IMG@state.mn.us 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 login credentials.
- To add collaborators, such as a fiscal officer, to the application, follow the instructions provided in the ORHPC Grantee Guide.
- Once in the system, click on the "Apply" link 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 and click "Apply."

If you have any questions, please contact us at Health.ORHPC.WorkforceGrants@state.mn.us.

3.3 Application Instructions

You must complete all required fields in the online application form in order for your application to be considered complete.

Incomplete applications will be rejected and not evaluated.

Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated. **MDH reserves the right to reject any application that does not meet these requirements.**

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

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

RFP Part 4: Application Guidance

Section 1. Organization and Applicant Information

Basic information about the applicant entity is requested, including legal and business name, address, and tax identification information for contracting purposes.

Section 2. Project Information

This section requests contact information for the organization, including the Authorized Organization Representative.

Section 3. Organization Background and Capacity

Project Type

Please indicate whether you are applying for an expansion grant or planning grant.

Project Focus

Indicate the type of program in which your grant will establish or expand clinical training: Advanced Practice Registered Nursing, Dental Therapy/Advanced Dental Therapy, Mental Health Professional, Pharmacy, Physician Assistant.

Organization Overview

Provide a brief overview of your organization's history, location, and administrative structure. Describe any unique characteristics or circumstances pertaining to your organization.

Organizational Capacity

Provide information on your organization's experience training health care professionals, including any experience in the type(s) of clinical training you are proposing in this submission. Include information on the accreditations your programs hold or are a candidate for that are relevant to this proposal. If a clinical training program similar to the one you are proposing has been offered in the past, provide numbers and demographics of trainees, number and types of faculty, training locations, and any other key data. **For Expansion Proposals:** Please explain how the proposed project will expand the program to train additional professionals. **For Planning Proposals:** Please include details on how many professionals will be trained once the program is implemented.

Section 4. Project Narrative and Work Plan

Statement of Need

Please include a statement of need for the proposed project and explain how the project will address that need.

Impact on Workforce

Describe how the proposed program will have a positive impact on the state's health professional workforce.

Proposed Program

Describe the clinical training you propose to establish or expand, including the number of students expected to participate and the duration of the training. Include information on whether the training is accessible to professionals where shortage areas exist.

Clinical Training Location(s)

Provide information about where the clinical training will take place. Provide the geographic location of each training site. Confirm that each site is in an eligible rural or underserved community (see RFP section 2.2). To determine whether a proposed training site is in a designated shortage area, visit the HRSA website and use the search tools: [Find Shortage Areas \(hrsa.gov\)](https://www.hrsa.gov/shortage).

Additional Students and Slots

How many additional students will be trained using grant funds? Submission of your application is considered an attestation that funding will be used to support an increase in the number of clinical training slots.

Recruitment and Retention

Describe how your proposed program will recruit and retain students. Include information on any reduction in the number of students trained over the past two years in similar training programs.

Health Equity

Include details on how health equity will be considered and incorporated into your project.

Access to Primary Care

Explain how your program will increase access to primary care and/or mental health services for rural and underserved communities.

Team-based Primary Care

Explain how your project will incorporate principles of team-based care.

Program Evaluation

Describe the expected results of your program and how you plan to track, evaluate, and report those results.

Collaborating Partners

Include information on partnerships and collaborations that will be key in project implementation. Letters of support may be uploaded in the optional upload field at the end of this application.

Program Sustainability

Describe your plan for sustaining your new or expanded program after the grant period ends. Include plans for recruiting and retaining future students and faculty as the program moves toward full sustainability.

Work Plan

List key project activities. For each activity, indicate the title/position of each person who will be involved (if contracted services, indicate the contractor), a brief description of the activity, the expected outcomes, and the expected timeline. For clinical training activities, indicate the location(s) where training will take place. Your work plan should include collecting and reporting the data required for this program.

Section 5: Budget & Budget Narrative

Expansion proposals must submit a three-year budget, not to exceed \$300,000. Planning proposals must submit a one-year budget, not to exceed \$75,000. Provide a detailed justification of the estimated expenses to successfully meet the goals of the proposed project.

The [Grant Budget Worksheet](#) may be used to calculate your budget before entering the information into the online grants portal.

Budget Line Item

Provide the amount of grant funds requested in the appropriate fields for each budget area.

Budget categories:

- **Salary:** Salaries should include the costs of personnel who work directly for the applicant and are paid a salary or wage directly from the applicant organization. This should not include administrative staff included in the indirect rate. Salaries can be calculated and described in the Budget Narrative as an hourly wage with total hours estimated to be spent on the project, or an annual salary with the estimated percentage of the total FTE. Grant funds may only be used for personnel working directly with the program.
- **Fringe:** This category includes share of payroll tax, health insurance costs, Medicare/Medicaid, etc. for employees billed to this grant under the Salary category. In the Budget Narrative, explain how fringe expenses were calculated. Fringe is often calculated at a percentage of salary. Example: \$50,000 x 25% fringe = \$12,500.

- **Travel:** This category includes travel and lodging expenses necessary to complete the grant project. In-state room and board for students and trainers requiring accommodations to participate in trainings is an allowable expense and will be reimbursed in the same manner and in no greater amount than provided in the current [Commissioner's Plan](#) or at the grantee's established rate, whichever is lower, at the time travel occurred. Mileage must be calculated at the current IRS rate.
- **Supplies:** This category includes supplies needed specifically for the grant project.
- **Contracted Services:** Include any contracted services directly related to the grant project. Examples include space rental or a trainer or curriculum developer who is not an employee of the applicant organization.
- **Equipment:** This category includes equipment necessary to complete the grant project. Equipment has a value of \$5,000 or more per item. Items below \$5,000 are considered supplies.
- **Scholarship/Student Support Services:** Include any scholarships or supports that will be provided to eligible students. Include the amounts of and justifications for any proposed student supports. Incentives such as grocery cards or other gift cards are ineligible. Student travel costs should be included in the **Travel** budget category.
- **Other expenses:** Whenever possible, include proposed expenditures in the categories listed above. If it is necessary to include expenditures in this general category, include a detailed description of the activities as they relate to the direct operation of the program. If the applicant wishes to request support for the cost of training space owned by their organization, it should be listed here according to the organization's defined allocation schedule, which must be maintained on file. Facilities costs may not be billed to the grant if they are already included in the applicant organization's indirect rate.
- **Indirect:** An indirect cost rate is a percentage used to distribute indirect costs to all of an organization's programs that benefit from them. Grantees may not claim indirect costs in excess of the indirect cost rate that applies to their organization. Grantees must submit and retain on file the documentation of that indirect cost rate as outlined below:
 - Grantees with a federally negotiated indirect cost rate may use grant funds for indirect costs in an amount up to but not exceeding that rate. Grantees must submit proof of the federally negotiated indirect cost rate as an attachment to this application. Grantees are responsible for ensuring that the rate is not applied to direct costs that are excluded from the indirect rate.
 - Grantees without a federally negotiated indirect cost rate may use grant funds for indirect costs in an amount up to but not exceeding 10% of total direct costs.

Section 6: Required Attachments

Audited Financial Statements

Please upload a copy of the most recent independent audit into the online application. If the audit encompasses multiple entities within a system or umbrella organization, please provide additional financial information, such as an income statement, specific to the applicant entity.

Federally Negotiated Indirect Cost Rate

Provide proof of current federally negotiated indirect cost rate, if applicable.

Due Diligence

Please complete the [Due Diligence Form](#) and attach to the online application form.

- Tribal Nations do not need to submit this form as part of their application.

Proof of Accreditation

Provide documentation of current accreditation by the appropriate accrediting body or bodies as outlined in RFP section 1.4.

Optional: Resumes/CVs and Supporting Documents

Applicants may provide resumes/curriculum vitae of project personnel and/or other supporting documentation if desired.

Section 7: Applicant Conflict of Interest Disclosure

Applicants will complete a Conflict of Interest Disclosure form in the online application. See a copy of the form on the [MDH Grant Resources webpage](#).

RFP Part 5: Attachments

- Attachment A: Application Evaluation Criteria
- Attachment B: Sample Project Work Plan

Attachment A: Application Evaluation Criteria

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

Applicants are encouraged to score their own application using the evaluation score sheet before submitting their application. This step is not required but may help ensure that applications address the criteria evaluators will use to score applications.

ORGANIZATION BACKGROUND AND CAPACITY

Evaluation Criteria	Score	Reviewer Comments: Strengths/Weaknesses
Does the applicant have experience training health care professionals?	/5	
Does the applicant have experience in the type(s) of proposed clinical training?	/5	
If a clinical training program similar to the one proposed has been offered in the past, do the data provided indicate a strong program?	/5	
Expansion Proposal: Does the applicant describe an effective approach to expanding the program to train additional professionals? Planning Proposal: Does the applicant include details on how many professionals will be trained once the program is implemented?	/5	
Total points in this section	/20	

STATEMENT OF NEED

Evaluation Criteria	Score	Reviewer Comments: Strengths/Weaknesses
Does the applicant define the need for the project clearly, and do they offer a compelling explanation for how the project will effectively address that need?	/5	
Does the applicant demonstrate that the proposed program will have a positive impact on the state’s health professional workforce?	/5	

Total points in this section	/10	
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PROJECT NARRATIVE AND WORK PLAN

Evaluation Criteria	Score	Reviewer Comments: Strengths/Weaknesses
<p>Expansion Proposal: Does the applicant include information on the number of students expected to participate in the training program(s), the rural or underserved location(s) of the training program(s), and the duration of the training program(s)? Are the proposed training activities feasible to implement, as well as accessible to professionals in shortage areas?</p> <p>Planning Proposal: Do the applicant’s objectives include sufficient information for each proposed activity and objective and include the projected number of students that are expected to participate in the training program(s), the expected rural or underserved location(s) of the training program(s), and the duration of the training program(s)?</p>	/5	
<p>Does the applicant propose a competitive, feasible number of new students/training slots? Do they clearly define a program baseline for the proposed project for the upcoming three years, by year?</p> <p><i>Note: For planning projects scores should be based on the number of new students proposed for future training after the planning phase has been completed.</i></p>	/5	
<p>Does the applicant describe effective strategies for recruiting and retaining students? Do they note any reduction in the number of students trained over the past two years in similar training programs?</p> <p><i>Note: For planning projects, scores should be based on proposed recruitment and retention activities as well as related (higher score) or unrelated (lower score) successful recruitment and retention for other training programs that are discussed in the proposal.</i></p>	/5	
<p>Does the applicant meaningfully consider and incorporate health equity into the proposed project?</p>	/5	

2025 HEALTH PROFESSIONALS CLINICAL TRAINING EXPANSION GRANT PROGRAM

Will the applicant’s project increase access to primary care and/or mental health services for rural and underserved urban communities?	/5	
Does the applicant’s project incorporate principles of team-based care?	/5	
Does the application describe committed partnerships and collaborations that will be key in project implementation? Did the applicant include letters of support from named partners?	/5	
How will the results of the project be evaluated and how does the applicant plan to track and report these results?	/5	
Total points in this section	/40	

TRAINING PROGRAM SUSTAINABILITY

Evaluation Criteria	Score	Reviewer Comments: Strengths/Weaknesses
Does the applicant describe a sound plan for sustaining the program after the grant period? <i>Note: For planning projects, please score based on how applicant plans to implement the new project and if/how they addressed future sustainability in their proposal.</i>	/5	
Does the applicant offer a plan for recruiting and retaining future students and faculty as the program moves toward full sustainability? <i>Note: For planning projects with no prior training experience, please score according to the completeness of their answer regarding future student/faculty recruitment and retention.</i>	/5	
Total Points in this section	/10	

BUDGET AND BUDGET NARRATIVE

Evaluation Criteria	Score	Reviewer Comments: Strengths/Weaknesses
<p>Does the applicant provide justification and a breakdown for each requested budget line item? Does the budget narrative provide adequate detail on how funds will be accounted for and spent?</p>	/5	
<p>Expansion proposals: If supplies and/or equipment are requested, are they truly required to expand or maintain the existing program? Planning proposals: If supplies and/or equipment are requested, are they truly required to establish a new program? <i>Note for both types of proposals: If no supplies or equipment are requested, please score as a 5.</i></p>	/5	
<p>Does the applicant’s budget form match the budget categories, as outlined in the budget narrative? Indirect should not be more than 10% of direct costs. If higher than 10%, did applicant upload documentation of their federally approved rate?</p>	/5	
<p>Does the budget seem reasonable and align with the goals and requirements of this program?</p>	/5	
<p>Total Points in this section</p>	/20	
<p>Total Score</p>	/100	

Attachment B: Sample Project Work Plan

Applicants will complete their Work Plan within the application and will have the option to add additional activities.

2025 Health Professional Clinical Training Expansion Grant Work Plan

Grantee Organization:

Project Name:

Expansion Program (yes or no):

Planning Program (yes or no):

Program Objectives (As outlined in the application) <i>NOTE: If applying for a 3-year project, please include applicable year of the start and end dates for each Objective.</i>	Staff Role and/or Agency Responsible (Do not include staff names)	# of Proposed Students (If applicable to Objective, indicate if these are new or current students)	Location of Training (If applicable to Objective, enter the county, city or town, facility where the training will occur)	Start Date (Proposed Objective start date)	End Date (Proposed Objective end date)