



# 2021 Immigrant International Medical Graduate Primary Care Residency Grant Program

GRANT REQUEST FOR PROPOSAL (RFP)

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To obtain this information in a different format, call: 651-201-3838. Printed on recycled paper.

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## RFP Part 1: Overview

### 1.1 General Information

- **Announcement Title:** International Medical Graduate Primary Care Residency Grant Program
- **Minnesota Department of Health (MDH) Program Website:**
- <https://www.health.state.mn.us/facilities/ruralhealth/img/index.html>
- **Application Deadline: February 5, 2021**

### 1.2 Program Description

Health care professionals who receive training in other countries face multiple barriers in transferring their credentials after relocating to the United States. These professionals would be at an advantage to serve minority and immigrant populations and help Minnesota foster strong healthy communities and address health inequities. To address these barriers and integrate this unique resource, the Minnesota Legislature allocated funding to create a program to assist these professionals.

Minnesota Statutes Section 144.1911 authorizes the Commissioner of Health to award grants to eligible grantees to support residency positions for Minnesota immigrant international medical graduates (IIMGs). (An IIMG is an international medical graduate who was born outside the United States, now resides permanently in the United States, and who did not enter the United States on a J1 or similar nonimmigrant visa following acceptance into United States medical residency or fellowship program.)

### 1.3 Funding and Project Dates

#### Funding

Up to \$100,000 is available per year, to fund residency positions for up to four years. A program may apply for less than \$100,000 per residency position per year, and successful applicants may be awarded less than their request.

Eligible applicants may apply for funding for more than one residency position, but due to the competitive nature of the grant, may not receive the full amount requested.

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.

#### Match Requirement

This grant does not require matching funds.

## Project Dates

This grant will cover the completion of a three or four year residency program beginning June, 2021.

## 1.4 Eligible Applicants

Eligible applicants are programs, sponsors and potential sponsors of primary care residency positions that fulfill all of the following criteria:

1. Are located in Minnesota.
2. Train or propose to train medical residents in the following primary care specialties:
  - Family medicine,
  - General internal medicine,
  - General pediatrics,
  - Internal Medicine/Pediatrics,
  - Psychiatry,
  - Obstetrics and Gynecology.
3. Train or propose to train medical residents primarily within Minnesota.
4. Demonstrate current accreditation and compliance with the Institutional and Program Requirements for Graduate Medical Education in the specialties listed above of the Accreditation Council for Graduate Medical Education (ACGME), or submit a credible plan to obtain accreditation.

## 1.5 Questions and Answers

All questions regarding this RFP must be submitted by email or phone to [yende.anderson@state.mn.us](mailto:yende.anderson@state.mn.us) or 651-201-5988. All answers will be responded to within 2 business days.

## 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.

The goal of this program is provide funding for up to two residency positions.

This grant will serve IMGs who:

- Were born in various countries around world
- Now reside in Minnesota as US permanent residents or US Citizens
- Have resided in Minnesota for at least two years
- Are committed to becoming certified to provide primary care services (family medicine, internal medicine, pediatrics, OB-GYN and Psychiatry) to Minnesota residents living in the rural areas or underserved areas of the state.

### 2.2 Eligible Projects

Grant funds may be used for:

- Training and retention of IIMG primary care residents;
- Travel and lodging for IIMG primary care residents;
- Salary and fringe of IIMG primary care residents, as well as faculty and preceptors related to training new IIMG residents; and/or
- Training site improvements, fees, equipment, and supplies required for IIMG primary care residents.

#### 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
- Administrative costs not directly related to resident training.

## 2.3 Grant Management Responsibilities

### Grant Agreement

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

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

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

### Accountability and Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit interim written progress reports until all grant funds have been expended and all of the terms in the grant agreement have been met. Written Progress Reports will be due quarterly.

### Grant Monitoring

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

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

Monitoring will include financial reconciliation of grantee's expenditures at least once during the grant period.

### 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.

Invoices can be submitted quarterly

## 2.4 Grant Provisions

### Contracting and Bidding Requirements

**(a) Municipalities** A grantee that is a municipality, defined as a county, town, city, school district or other municipal corporation or political subdivision of the state authorized by law to enter into contracts is subject to the contracting requirements set forth under Minn. Stat. § 471.345. Projects that involve construction work are subject to the applicable prevailing wage laws, including those under Minn. Stat. § 177.41, et. seq.

**(b) Non-municipalities** Grantees that are not municipalities must adhere to the following standards in the event that duties assigned to the Grantee are to be subcontracted out to a third party:

- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process consistent with the standards set forth under Minnesota Statutes 16B.
- 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/central>).
- 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.

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

### Conflicts of Interest

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

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

Organizational conflicts of interest occur when:

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

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

## Public Data and Trade Secret Materials

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

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

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

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

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

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

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

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

## Audits

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

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

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

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

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

## 2.5 Review and Selection Process

### Review Process

Funding will be allocated through a competitive process with review by a committee representing content and community specialists with regional knowledge. The review committee will evaluate all eligible and complete applications received by the deadline.

MDH will review all committee recommendations and is responsible for award decisions. **The award decisions of MDH are final and not subject to appeal.** Additionally:

- MDH reserves the right to withhold the distribution of funds in cases where proposals submitted do not meet the necessary criteria.
- The RFP does not obligate MDH to award a grant agreement or complete the project, and MDH reserves the right to cancel this RFP if it is considered to be in its best interest.
- MDH reserves the right to waive minor irregularities or request additional information to further clarify or validate information submitted in the application, provided the

application, as submitted, substantially complies with the requirements of this RFP. There is, however, no guarantee MDH will look for information or clarification outside of the submitted written application. Therefore, it is important that all applicants ensure that all sections of their application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

### **Selection Criteria and Weight**

The review committee will be reviewing each applicant on a 100 point scale. A standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria. Please see the review criteria detailed in Attachment B.

### **Grantee Past Performance and Due Diligence Review Process**

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

### **Notification**

MDH anticipates notifying all applicants via email of funding decisions by **March 5, 2021**.

## RFP Part 3: Application and Submission Instructions

### 3.1 Application Deadline

All applications **MUST** be emailed to MDH no later than **4:30 p.m. Central Time, on February 5, 2021**.

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

### 3.2 Application Submission Instructions

Applications must be submitted email to Yende Anderson at [yende.anderson@state.mn.us](mailto:yende.anderson@state.mn.us).

### 3.3 Application Instructions

You must submit the following for the application to be considered complete:

- A. **Grant Application Form** Complete all items.
- B. **MDH Due Diligence Form** This form is required from all applicants for funding over \$50,000.
- C. **Program Financial Statement**  
Applicants must include the most current financial statement of the program. This may be a recent 990 form, an audit, a balance sheet, or an income statement that at least shows annual revenue and expenses. Attached financial documentation must be specific to the residency program, not documentation of a larger organization.
- D. **Proof of Accreditation** (attach only relevant documentation)  
Applications must include documentation of current accreditation from ACGME for Education programs, or a detailed plan to obtain accreditation.
- E. **Program Description** (10 pages maximum). Write a summary of the existing or proposed Primary Care Residency program, including the following:
  - Description of the program's history, location, staff and faculty, administrative structure, organizational partnerships, and budget.
  - Description of the program's focus or emphasis while training residents, including program participants, current or planned training and rotation sites, cultural competencies, primary care team-based training, populations served – (including underserved populations) and unique characteristics.

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- Description of any program activities specifically designed and conducted for program participants.
- Description of experience with training or working with IIMGs. Plan for recruitment and selection of IIMGs.
- Statement of need for state grant funds. Applicants are encouraged to submit information about their program costs, other funding sources and other information on the need for state support.
- Indication of whether the IIMG slot(s) are current slots typically filled by the program or whether the program is creating a new IIMG slot. New Slots will be given a scoring preference.

### F. Grant Budget

1. **Grant Budget Form:** required from all applicants. (Attached)
2. **Grant Budget Justification Narrative** (3 pages max)

Applicants must attach a narrative describing the detail of the proposed grant budget, with sufficient detail for each requested year of the grant. Also include detail of any non-state funds that will be used to maintain the IIMG resident(s) during the grant period. For each of the cost items on the budget form for which grant funds are requested, provide a rationale and details regarding how the budgeted cost items were calculated, by year. Label this concise narrative “Budget Justification” and follow the order of the budget form in your narrative.

- **Salary**

For this line describe all salaries to be paid to residents, faculty and/or preceptors using grant funds. Include a description of the proportion of salary to be paid using grant funds for each individual.

- **Fringe**

For this line describe all fringe benefits to be paid to IIMG residents, faculty, and/or preceptors using grant funds. Include a description of the proportion of fringe to be paid using grant funds for each individual.

- **Personnel**

For this line, describe all grant funds used to pay for program (administrative) staff. Include a description of all salary and fringe to be paid out of grant funds.

- **Travel and Lodging**

Include a detailed description of the proposed travel and/or lodging for IIMG residents as it relates to the direct operation of the program. Provide the number of miles planned for program activities as well as the rate of reimbursement per mile to be paid from grant funds.

- **Supplies**

Include a description of any supplies necessary for the operation of the family medicine residency program.

- **Contracted Services**

Include any grant funding to be used for consultant fees, or any costs associated with training sites on this line.

- **Equipment and Capital Improvements**

Include any grant funding to be used to purchase equipment, or to make capital improvements.

- **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 possible, include a separate line-item budget and budget narrative.

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: Attachments**

- Attachment A: Application Submission Checklist
- Attachment B: Review Criteria
- Attachment C: Grant Budget Form

## Attachment A: Application Submission Checklist

### I. Required Forms:

- [Grant Application Form](https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/docs/2020imgpcrpapp.pdf)  
<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/docs/2020imgpcrpapp.pdf>
- [MDH Due Diligence Form](https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/docs/diligence.pdf)  
[\(https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/docs/diligence.pdf\)](https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/docs/diligence.pdf)
- [Grant Budget Form](#)

### II. Program Financial Statement

Attach financial documentation specific to the residency program.

### III. Proof of Accreditation

Attach documentation of current accreditation from ACGME for education programs, or a plan to obtain accreditation.

### IV. Program Description (10 pages max)

Attach a description of the program's history, structure, emphasis and recent outcomes

### V. Description of the Number of Residents (5 pages max)

Attach documentation of the number of residents to be sustained throughout the grant period.

### VI. Grant Budget Justification Narrative (3 pages max)

Attach this narrative detailing the individual lines of the budget.

## Attachment B: Review Criteria

### A. Review Process

After the submission deadline, MDH will review all submitted applications for eligibility and completeness. Complete applications from eligible applicants will move forward to a review committee process. Applications will be scored by a grant review committee, using the criteria listed below. The review committee will also discuss other relevant factors. Review committee recommendations will be transmitted to the Commissioner for final funding decisions and subsequent contracting.

### B. Review Criteria

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

- 60 points: Program Description  
Is the program description complete? Does the description adequately explain the program's administrative structure, organizational structure, and budget? Does the description provide sufficient information about the program's emphasis and rotation sites? Does the program serve underserved populations? Is the program in a rural or underserved community? Does the program have experience working with IIMGs? Is the program equipped to respond to the unique needs necessary to support a successful training for IIMGs? Does the program have a plan for recruiting and selecting IIMGs?
- 40 points: Proposed budget and proposed use of funds  
Is the proposed budget clear? Does the budget narrative give adequate detail in how funds will be accounted for and spent? Is the budget reasonable?
- 10 points: New slots proposed for program participants will receive an additional 10 points.

## Attachment C: Grant Budget Form

### Personnel

Categories	Grant funds requested	Non-grant funds contributed	Total
• Salaries			
• Fringe			
• Contracted services			
<b>Total:</b>			

### Other

Categories	Grant funds requested	Non-grant funds contributed	Total
Scholarships			
Support Services			
Supplies			
Space Rental			
Other			
<b>Total</b>			

### Totals

Totals for all categories	Grant funds requested	Non-grant funds contributed	Total
<b>FINAL TOTALS</b>			