



IMG Career Guidance and Support Program

GRANT REQUEST FOR PROPOSAL (RFP)

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08/20/2021

To obtain this information in a different format, call: 651-201-3856.

Table of Contents

IMG Career Guidance and Support 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.....	4
RFP Part 2: Program Details.....	6
2.1 Priorities	6
2.2 Eligible Projects.....	7
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.....	15
RFP Part 4: Attachments	19
Attachment A: Submission Checklist	20
Attachment B: Application Evaluation Criteria.....	21

RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** International Medical Graduate (IMG) Career Guidance and Support Grant Program
- **Minnesota Department of Health (MDH) Program Website:**
<https://www.health.state.mn.us/facilities/ruralhealth/img/index.html>
- **Application Deadline:** October 15, 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 help Minnesota foster strong healthy communities, address health inequities, and provide advantages in serving many of our currently underserved populations. 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 nonprofit organizations to provide career guidance and support services to immigrant international medical graduates (IIMG) seeking to enter the Minnesota health workforce. (An IMG 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

Total Available Funding

The available funding appropriated in Fiscal Year 2022 is \$150,000 with an option for an additional 12 month renew of \$125,000 in the second year.

Distribution of Funding

Eligible applicant may receive up to \$275,000 for a support grant project for a period of up to 24 months. Applicants are encouraged to focus on support projects with clear goals and objectives.

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	\$275,000
Estimated Number of Awards	1
Estimated Award Maximum	\$275,000
Estimated Award Minimum	n/a

Match Requirement

This grant does not require matching funds.

Project Dates

The support grant funding may cover 24 months of program services, beginning January 1, 2022, and extending through December 31, 2023.

1.4 Eligible Applicants

Eligible applicants are nonprofit organizations that fulfill all of the following criteria:

1. Are located in Minnesota.
2. Have demonstrable experience working with immigrants/refugees in Minnesota.
3. Have a track record providing career guidance and support in health occupations, and preferably with immigrants and refugees.
4. Have experience partnering with educational and support service agencies to maximize resources.
5. Have experience in collaborating with Minnesota health professionals licensing boards.
6. Have an active organizational program website that includes program resources and provides access to options for participant enrollment and contact links.
7. Are culturally competent and understand health equity collaboration.

Collaboration

Multi-organization collaboration is encouraged but not required. For planning and support projects, collaboration with immigrants/refugees of eligible health professions is required. Successful applicants will be required to work with immigrants/refugees in Minnesota of eligible health professions, accrediting bodies, providers and provider organizations, and Minnesota Department of Health for reporting measures. Selected grant recipients may be required to participate in health equity training.

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email or phone to MN_health.IMG@state.mn.us. All answers will be posted within three business days at <https://www.health.state.mn.us/facilities/ruralhealth/img/grant.html>.

Please submit questions no later than 4:30 p.m. Central Time, on October 13, 2021.

To ensure the proper and fair evaluation of all applications, other communications regarding this RFP including verbal, telephone, written or internet initiated by or on behalf of any applicant to any employee of the Department, other than questions submitted to as outlined above, are prohibited. **Any violation of this prohibition may result in the disqualification of the applicant.**

RFP Part 2: Program Details

2.1 Priorities

Health Equity Priorities

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 goals of this grant program are:

- to provide support to a minimum of 60 IMGs in addressing barriers to residency and medical practice, and to assist IMGs in preparing for careers making use of their medical background.

This grant will serve immigrant international medical graduates who:

- Were born in various countries around the world,
- Now reside in Minnesota as US permanent residents or US Citizens, and
- 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.

Grant outcomes will include:

- Number of IMGs served, along with demographic information (including countries and languages of origin);
- Number of IMGs in training;
- Number of IMGs who successfully passed USMLE step 1;
- Number of IMGs who successfully passed USMLE step 2 (CS and CK);
- Number of IMGs who applied to residency;
- Number of IMGs who were interviewed for residency;
- Number of IMGs who secured residency positions;
- Number of IMGs who selected alternative careers; and
- Number of IMGs engaged in steps to obtain alternative careers.

Other Competitive Priorities

As part of the application process, applicants are asked to submit a program description and a description of how programs will be supported. Reviewers will evaluate:

- How well applicants describe the program's focus/emphasis and populations served,

- How the project will increase program enrollment to immigrant/refugee participants and build collaborative efforts with third party stakeholders to increase residency selection rate,
- How well applicant describes innovative approaches to alternative pathways for participants who were unsuccessful in securing residency to find sustainable professions that would incorporate the participants past medical experience,
- How well applicant describes partnership-building that supports alternative pathways in the community,
- How well applicant describes workplan and program-targeted activities to achieve project outcomes or demonstrate evidence-based outcomes.

2.2 Eligible Projects

Grant funds for the support grant program must be used for the following services for immigrant and refugee health professionals:

1. Educational and career assessment, navigation and guidance services, including information on training and licensing requirements for physician and non-physician health care professions;
2. Trauma/PTSD support and life coaching to improve immigrant and refugee health professionals' career planning success;
3. Support in becoming proficient in medical English;
4. Support in becoming proficient in the use of information technology, including computer skills and use of electronic health record technology;
5. Support in becoming proficient in navigating HR processes and building knowledge of job interviews skills; and
6. Support for immigrant international medical graduates in becoming certified by the Educational Commission on Foreign Medical Graduates; including help with preparation for required licensing examinations and financial assistance for fees.

Applicants must directly provide or arrange for the provision of the entire continuum of services listed above and document the ability to do so in their applications. Funds must be used to serve immigrant international health care professionals.

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 providing the above listed services to foreign-trained health care professionals

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 20 days after each quarter.

The reporting schedule will be:

April 20, 2022
July 20, 2022
October 20, 2022
January 20, 2023
April 20, 2023
July 20, 2023
October 20, 2023
January 20, 2024

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

The monitoring schedule will be:

- August 2022
- August 2023

Technical Assistance

Consultation and guidance in completing the application process is available upon request. MDH will provide all 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 Office of Rural Health and Primary Care, at 651-201-3856, toll free from Greater Minnesota at 1-800-366-5424 or at MN_health.IMG@state.mn.us.

The primary staff from selected grantees will be required to attend a mandatory monthly Career Guidance and Support Program best practices meeting, location to be determined.

Selected grant recipients will be required to participate in the annual interview process for IMGs applying to the Clinical Experience Bridge Program¹.

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 can be submitted monthly or 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

¹ In addition to the Career Guidance and Support Program, the IMG Assistance Program also offers clinical experience through the BRIIDGE program in partnership with the University of Minnesota. Eligible IMGs are encouraged to apply. The interview process takes place annually in the spring.

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 [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. Late applications will not be considered or reviewed.

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.

Timeline

Application due to MDH:	October 15, 2021
Grant distribution announcement:	Approximately November 15, 2021
Grant Agreements begin (est.):	January 1, 2022

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.

The scoring factors and weight that applications will be judged are based on 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 November 15, 2021.

RFP Part 3: Application and Submission Instructions

3.1 Application Deadline

All applications **must** be submitted to the MDH Grant Management System no later than 11:59 p.m. Central Time, on October 15, 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 electronically through the ORHPC online [Grants Portal](#).

- Existing users: If your organization has 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.
- 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.
- Not sure? If you think that you or someone at your organization has already registered your organization in the system, do not create a new account. Please contact the program administrator at MN_Health.IMG@state.mn.us to receive a username and password.

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. Read RFP Part 4: Application Guidance within the request for proposal for further instructions on how to address application questions outlined in the online portal.

If you have any questions, please submit them to: MN_Health.IMG@state.mn.us

3.3 Application Instructions

The Application includes the following components.

Online Form:

- **Organization and Application Information**
- **Project Information**
- **Program Narrative**

- **Statement of Need for State Grant Funds** – Describe program need for state grant funds. Statement should include a clear statement of achievable goals, a summary of the work plan and timetable, and a description of the roles and capabilities of responsible individuals and organizations. (Goals are long- range benefits that are broad in scope. A goal statement describes what will exist if the stated problem(s) are solved. Goal statements are optional.)
- **Program Objectives** – Program objectives have been defined in the Project Workplan Form. Complete form and provide a detail narrative describing how program will achieve each of the define program objectives.
- **Program History** – Description of the program’s history, location, staff and faculty, administrative structure, organizational partnerships, and budget. Description of experience working with immigrants and refugees in Minnesota. Description of experience providing support to trauma survivors. And description of experience with providing career guidance and life coaching.
- **Program Student Recruitment Goal** – The number of IMG clients the project expects to assist.
- **Program Recruitment Objectives** – Describe the program recruitment objectives. Explain how program plan to achieve the number of clients the project expects to assist, the basis for this number, and IMG recruitment efforts for project collaboration, partnership building, and program resources establishment.
- **Program Partnership to Deliver Services** - Description of program partnership or plans to deliver required services not directly provided by the applicant organization, including documentation of agreements and commitments from other entities to provide such services. If agreements have not been reached between organizations, discuss the status of securing such agreements.
- **Budget** – Provide the amount requested in each budget category and the total grant budget request for the project.

Required Attachments

- **Project Work Plan** – Applicants must complete the Project Work Plan Form. The form contains pre-defined project objectives. Applicants must align their workplan to the project narrative describing how project objectives will be achieved. The form is located on the program website at:
<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#career>
- **Budget Narrative** – Applicants must complete the Budget Narrative Form. The form contains breakdown of the grant budget cost categories. Applicants are expected to provide a detail explanation of each cost categories for which funds are requested. Explanation should include rationale on how the budget cost items were calculated. Budget Narrative Form is located on the program website at:
<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#career>

- **Salary and Fringe** - Describe all grant funds used to pay for program and instructional staff. Include a description of all FTE salary and fringe to be paid out of grant funds.
- **Scholarships/Support Services** - Include any grant funding to be used to cover participant related costs for course work and support services to help IMGs obtain professional licensure. As examples of support services, include tuition fees, participant travel cost relating to training courses, medical residency applications, etc.
- **Supplies** - Include a description of any supplies necessary for the operation of the Career Guidance and Support Program
- **Contracted Services** - Include any grant funding to be used for consultant fees, or any costs associated with training sites on this line.
- **Equipment/Capital:** include expenses for purchases of tangible items over \$5,000 that are related to costs of the Career Guidance and Support Program. Vehicle and facility purchases or repairs are not permitted.
- **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 (e.g., Space Rental). If possible, include a separate line-item budget and budget narrative.
- **Indirect Cost** – Indirect costs include costs for activities, goods or services that benefit more than one project and cannot be traced to a specific program. Applicants may request up to 10% of the total cost of the grant request.
- **Audited Financial Statements** – Applicant must upload a copy of their most current audited financial statement.
- **Due Diligence form** - This form is required from all applicants for funding over \$50,000
- **Program Financial Statement** - Applicants must include the most current financial statement of the program. This can be a **recent 990 form, an audit, a balance sheet, or an income statement that at least shows annual revenue and expenses.**
- **Program Partnership Agreements** – Applicants must attach copy of Program Partnership Agreements on their program application if paid through grant funds.

Incomplete applications will be rejected and not evaluated.

Applications must complete all required application sections and include any required 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.

HEADER REPEATS FROM PAGE 2 ONWARD

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: Application Evaluation Criteria

Attachment A: Submission Checklist

I. Online Form:

- Organization and Application Information
- Project Information
- Program Narrative
 - Statement of Need for State Grant Funds
 - Program Objectives
 - Program History
 - Program Student Recruitment Goal
 - Program Recruitment Objectives
 - Program Commitment to Deliver Services
- Budget

II. Required Attachments:

- Project Work Plan
- Budget Narrative
- Audited Financial Statements
- Due Diligence Review and Financial Questionnaire
- Program Financial Statement
- Program partnership agreements

Attachment B: Application Evaluation Criteria

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

Application Evaluation 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.

- **30 points: Program Description**

Is the program description complete? Does the description adequately provide a statement of need, explain the program's administrative structure, organizational structure, and budget? How will individuals be recruited? Are the objectives feasible? How will the organization plan to achieve their project objectives?

- **30 points: Organizational Capacity and Relevant Experience**

Based on the applicant's program history, how well did the applicant demonstrate their ability to build organizational capacity to serve the proposed number of Immigrant International Medical Graduates (IIMGs)? Did the applicant provide clear description of the organizational structure, location, staff, faculty, and budget? What experience does the organization have in providing support to IIMGs and trauma survivors? What experience does the organization have in career guidance program? What experience does the organization have in working with health care licensing boards or educational institutions providing health care training? Did the applicant identify any current initiatives that impact immigrants/refugees in Minnesota, especially IIMGs? Did the organization demonstrate a strong understanding of cultural competency and health equity? How was that reflected in their work? What understanding does the applicant have for partnership-building that supports alternative pathways?

- **20 points: Partnerships**

An applicant does not have to provide all the services listed in this grant. However, an applicant must arrange for any required services, which it does not provide, to be available for participants. If an applicant does not provide a required service, how will it collaborate to ensure participants receive the necessary services? Who are the key partners in the proposed project? What are their roles, responsibilities and commitments? List any additional funders (public or private) who are supporting this project.

- **20 points: Budget and Budget Justification**

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?