



# 2021 Rural Family Medicine Residency Grant Program

GRANT REQUEST FOR PROPOSAL (RFP)

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04/30/2021

Application materials for the **Rural Family Medicine Residency Grant Program** will be posted on the Office of Rural Health & Primary Care (ORHPC) website on or around April 30, 2021. Attached are the program's Grant Guidelines.

**Applications for Step 1 are due May 14, 2021.** On or before May 17, 2021, MDH will announce the results for Step 1 applications via email to the primary contact listed on the Grant Application Form. **Applications for Step 2 are due May 28, 2021.** The website address for application forms and instructions is:

<https://www-dev2.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#rfmr>

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

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## RFP Part 1: Overview

### 1.1 General Information

- **Announcement Title: 2021 Rural Family Medicine Residency Grant Program RFP**
- **Minnesota Department of Health (MDH) Program Website:** <https://www-dev2.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#rfmr>
- **Application Deadline: Application Deadline for Step 1: May 14, 2021**  
**Application Deadline for Step 2: May 28, 2019**

### 1.2 Program Description

Minnesota Statutes 144.1912 authorizes the Commissioner of Health to award grants to support rural Family Medicine Residency programs. The grant program assists Family Medicine Residency programs outside the 7-county metropolitan area by funding costs associated with training eligible residents. Grant funds will be allocated first to support proposed new family medicine residency positions, and remaining funds will be allocated proportionally based on the number of existing residents in eligible programs.

The Legislature created the Rural Family Medicine Grant Program for family medicine residency programs, which are:

- Located outside the 7-county metropolitan area
- Accredited as a family medicine residency program, or a candidate for accreditation.
- Focused on education and training of family medicine physicians to serve communities outside the 7-county metropolitan area, and
- Able to demonstrate that at least 25 percent of program graduates from the previous three calendar years currently practice in Minnesota communities outside the 7-county metropolitan area.

### 1.3 Funding and Project Dates

#### Funding

The Minnesota Legislature has appropriated approximately \$1,000,000 for the program.

#### Distribution of Funding

Eligible programs seeking funding for new family medicine residency positions will receive up to \$300,000 per new Family Medicine residency slot, over three years. Over the three-year contract, the maximum award for each new slot will be \$100,000 per year.

Funding for new residency slots/positions will be awarded first. Eligible family medicine residency programs, including eligible programs applying for funding for new residency slots/positions, will then receive a percentage of the remaining funding based on a simple ratio

of the number of family medicine residents under contract in each program, as a portion of the total number of family medicine residents under contract in all eligible programs.

To be eligible for this funding, family medicine residency programs must be able to demonstrate that at least 25% of graduates from the previous three years are currently working as physicians in rural areas in Minnesota.

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	\$1,000,000
Estimated Number of Awards	4
Estimated Award Maximum	\$300,000
Estimated Award Minimum	n/a

### Match Requirement

There are no match requirement for this grant.

### Project Dates

Step 1 Application due to MDH:	<b>May 14, 2021</b>
Grant distribution announcement:	<b>May 17, 2021</b>
Step 2 Application due to MDH:	<b>May 28, 2021</b>
Grant Agreements begin (est.):	<b>June 30, 2021</b>

## 1.4 Eligible Applicants

Eligible applicants are family medicine residency programs that fulfill all of the following criteria:

- Are located in Minnesota, but outside the 7-county metropolitan area (defined by statute as Anoka, Carver, Dakota, Hennepin, Ramsey, Scott or Washington counties); and
- Can demonstrate a focus on training family medicine physicians to serve communities outside the 7-county metropolitan area.
- Can demonstrate that at least 25% of graduates from the last 3 calendar years currently practice in Minnesota communities outside the 7-county metropolitan area; and
- Can demonstrate current, or candidacy for, accreditation and compliance with the Institutional and Program Requirements for Graduate Medical Education in Family Medicine, of the Accreditation Council for Graduate Medical Education (ACGME).
- (If applying for funding for a new residency position) Can demonstrate that an application to expand a Family Medicine Residency slot is for the creation of a new slot:

- Applicants that currently conduct resident training must document a baseline number of residents in family medicine, and commit to maintaining the baseline for up to three years; and
- Applicants must agree to maintain the total number of residents including the established baseline number and the new resident(s) to be supported with grant funding.

Family Medicine Residency programs applying to this grant program are not eligible to receive a grant for new residency slots from the Primary Care Residency grant program, as defined by Minnesota Statute 144.1912, but programs may apply for planning funding from that grant.

## Collaboration

Collaboration is encouraged. For rural family medicine residency projects, collaboration with students of eligible primary care professions is required. Successful applicants will be required to work with students of eligible family residency, accrediting bodies, providers and provider organizations, and Minnesota Department of Health for reporting measures.

## 1.5 Questions and Answers

All questions regarding this RFP must be submitted by email or phone to [paia.vang@state.mn.us](mailto:paia.vang@state.mn.us) or 651-201-3856. All answers will be posted within five business days at <https://www-dev2.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#rfmr>.

**Please submit questions no later than 4:30 p.m. Central Time, on May 25, 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.

This grant will serve:

- Rural populations by providing family medicine programs the opportunity to maintain and expand clinical training in these communities.

Grant outcomes will include:

- Expanding the number of family medicine physicians practicing outside Minnesota's 7-county metropolitan area.
- Increasing the training opportunities for family medicine residents in rural communities.
- Expanding the rural physician workforce.

#### Other Competitive Priorities

The Rural Family Medicine Residency Grant Program seeks to address primary care physician shortages in rural areas by supporting opportunities for family medicine residents to practice within these settings. It can be challenging for rural and underserved communities to attract providers. This grant is intended to increase training opportunities in rural-focused programs, thus exposing more residents to rural practice.

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,
- Whether the project will incorporate team-based primary care,
- Whether the project will increase access to primary care services for rural and underserved communities,
- Whether the project will have a positive impact on the state's primary care workforce,
- How well applicant incorporate health equity and cultural competency training, and
- How well applicant demonstrate the capacity to implement program expansion for long term sustainability.

## 2.2 Eligible Projects

### Grant Program Requirements

Grant funds awarded may only be spent to cover the costs of eligible projects for supporting and or expansion of the residency program:

- Direct funding of family medicine resident, faculty and preceptor salaries and fringe,
- Funding of training sites, for costs directly associated with the training of residents,
- Recruitment, training, and retention of residents and faculty,
- Contractual services,
- Travel and lodging for residents,
- Operation of the Family Medicine Residency Program, including education, faculty, or clinical expenses; and
- Equipment purchases and capital improvements.

### 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

## 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 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.

The reporting schedule for grant agreements for funding for a new residency position will be in accordance with the State of Minnesota's policy requiring at least an annual written progress report.

The reporting schedule will be 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

The monitoring schedule will be in keeping with Minn. Stat. §16B.97 and Policy on Grant Monitoring guidelines.

## 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 Paia Vang, Office of Rural Health and Primary Care, at 651-201-3856, toll free from Greater Minnesota at 1-800-366-5424 or at [paia.vang@state.mn.us](mailto:paia.vang@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:**

New residency position grant agreement payments will be processed on receipt of an invoice and an expenditure report. Invoices are due 20 days after close of the most recent fiscal quarter.

- For the first three quarters of the grant agreement for funding from the distribution formula, payments will be processed upon receipt of an invoice and an expenditure report.
- For the final quarter, the payment will be processed upon receipt of an invoice and a summary report for the program.
- MDH will require grantees to submit data and information in order to evaluate the grant program. Data collected for the evaluation may include:
  - rotation locations,
  - the number of residents at each rotation site,
  - populations served during residency,
  - scope of expansion of new residency positions, and

- information describing specific activities to enhance current residency positions, which may include facility improvements.

## 2.4 Grant Provisions

### Contracting and Bidding Requirements

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

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

- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process consistent with the standards set forth under Minnesota Statutes 16B.
- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- iv. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
  - Minnesota Department of Administration’s Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List (<http://www.mmd.admin.state.mn.us/process/search>);
  - Metropolitan Council’s Targeted Vendor list: Minnesota Unified Certification Program (<https://mnuccp.metc.state.mn.us/>) or
  - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program (<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development-9>).
- v. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- vi. The grantee must maintain support documentation of the purchasing or

bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

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

### **Conflicts of Interest**

MDH will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98](#) and [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.

## 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

Step 1 grant applicants will be notified via email on or around May 17, 2021 of funding decisions. **Emails will be sent to the contact person's email address listed on the application.**

## 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:

**Step 1 Applications: 4:30 pm on May 14, 2021**

**Step 2 Applications: 4:30 pm on May 28, 2021**

Applications can be submitted to: [Paia.Vang@state.mn.us](mailto:Paia.Vang@state.mn.us)

**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 by email to Paia Vang, Workforce Grant Administrator.

**Email:** [paia.vang@state.mn.us](mailto:paia.vang@state.mn.us)

**Contact:** (651) 201-3856

### 3.3 Application Instructions

You must submit the following in order for the application to be considered complete. Submit one bound and signed original copy of the application in the prescribed order listed below. Proposals must be typewritten, double-spaced, and all pages consecutively numbered.

**Incomplete applications will be rejected and not evaluated.**

#### STEP 1 Application Packet

Complete all items. One copy of the application must bear an original hard or electronic signature, title and date.

- **Grant Application Form.** Available on the Office of Rural Health & Primary Care website <https://www-dev2.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#rfmr>. All applicants are required to complete and submit this form.
- **Due Diligence Form** (Available on the Office of Rural Health & Primary Care website.) All applicants are required to complete and submit this form.
- **Program Description** (5 pages maximum, plus relevant attachments). All applicants are required to complete and submit this description. Write a summary of the Rural Family Medicine Residency program, which includes the following:

- Description of the program’s history, focus, administrative structure, and budget – include a current financial statement of the Program itself, not of the larger organization as a whole;
- Description of the program’s emphasis on training residents to practice in communities outside the 7-county metropolitan area;
- Documentation of current accreditation from ACGME for Family Medicine Education programs.
- **Description of Program Graduate Practice Sites**
  - All applicants must provide evidence that at least 25% of the program’s graduates from the previous 3 calendar years currently practice in Minnesota communities outside the 7-county metropolitan area.
  - Applicants must include a spreadsheet or table containing all program graduates from the previous 3 years, and each graduate’s current medical practice site name and location (if known).
    - MDH will use board data to check the submitted program graduate practice site information for accuracy;
- **Description of the Number of Future Residents** (5 pages maximum). Attach this to the application, only if applying for funding for new slots. In order to verify that a primary care residency slot is new to the program, applicants must:
  - Define, justify, and certify a **baseline number** of residents for the upcoming three years, by year. Include:
    - a detailed description of the number of residents and graduates in the previous five years, or maximum year’s available if fewer than five years,
    - a clear description of any recent reductions in the number of residents, or any existing plans to add residents.
  - State the number of additional slots above the baseline number to be supported and maintained using grant funds. Include:
    - a description of plans to maintain additional slots after the grant period
    - a description of the program’s ACGME capacity to train new residents, or a plan to obtain adequate capacity
    - any relevant research or analysis of the future demand for additional physicians from the program’s focus or specialty

Over the three years of the grant, the baseline number of residents cannot decrease, **if the baseline does decrease, the grant agreement will be terminated**. Completeness of information and data defining the baseline number will be assessed closely in the review process.

### Step 1 Grant Distribution Announcement

- After receipt of STEP 1 applications and verification of completeness and eligibility, MDH will calculate the grant distribution.
- On or before May 17, 2021, MDH will announce the award amounts from Step 1 via email to the primary contact listed on the Grant Application Form;
- After Step 1 funds are allocated first to applicants requesting funding for new resident slots, MDH will calculate the remaining distribution of funds using a simple ratio of the

number of current residents per eligible program over the total number of residents in all eligible programs.

Grant awardees will then have roughly two weeks to draft a detailed budget and project workplan detailing how the grant funds will be spent within the coming calendar year for Step 2.

## STEP 2 Application Instructions

After the Grant Distribution Announcement, applicants must complete Step 2 of the application. Do not submit documents for Step 2 until after the Grant Distribution Announcement.

### Step 2 Applications need to include:

- **Grant Project Description**
  - Include a narrative description detailing the project to be funded, and how funds will be spent. (3 page max)
- **Grant Workplan:** Include a project workplan defining grant project activities, deliverables and timelines. The workplan must be submitted in the required form.
- **Grant Budget** to include:
  - An **MDH Grant Budget Form**. Available at: <https://www-dev2.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#rfmr>
  - **Budget Justification Narrative**. Write a detailed narrative explaining each expense listed on the Budget Form. Provide a rationale and details regarding how the budgeted cost items were calculated. Label this concise narrative “Budget Justification” and follow the budget form in your narrative.
  - **Salary and Fringe**. For these lines, describe all salaries and fringe to be paid to residents using grant funds. Include the number of residents to be paid using grant funds and the proportion of total salary and fringe to be paid out using grant funds.
  - **Travel**. Include a detailed description of the proposed travel 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. Estimates for mileage should use the IRS approved rate.
  - **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 fees or 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 it relates to the direct operation of the program. If possible, include a separate line-item budget and budget narrative.

**Applications for STEP 2 must be received no later than 4:30 pm on May 28, 2021.**

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: Grant Application Form
- Attachment C: Grant Workplan Form
- Attachment D: Grant Budget Form
- Attachment E: Due Diligence Form

## Attachment A: Application Submission Checklist

Make sure all required forms and documents are included. Forms are available at:  
<https://www-dev2.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#rfmr>

Required forms and documentations:

### Step 1 - Due by May 14, 2021

- Grant Application Form.
- Due Diligence Form
- Program Description
- Description of Program Graduate Practice Sites
- Description of the Number of Future Residents

### Step 2 – Due by May 28, 2021

- Grant Project Description
- Grant Project Workplan Form
- Grant Budget Form
- Grant Budget Justification Narrative

All documents must be typewritten, double-spaced, consecutively numbered, and, if emailed, saved in standard office software such as Microsoft Word, PDF, etc. Attachments must be complete and named accordingly.

Optional attachments, such as letters of support, may be attached, but **any submitted documentation needs to be relevant to the specific scope of the grant.**