



2020 Health Professional Clinical Training Expansion Grant Program

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
PO Box 64882
St. Paul, MN 55164-0882
651-201-3856
paia.vang@state.mn.us
www.health.state.mn.us

02/01/2020

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

Table of Contents

2020 Health Professional Clinical Training Expansion Grant Program	1
RFP Part 1: Overview	3
1.1 General Information	3
1.2 Program Description.....	3
1.3 Funding and Project Dates	3
1.4 Eligible Applicants.....	4
1.5 Questions and Answers	5
RFP Part 2: Program Details	6
2.1 Priorities.....	6
2.2 Eligible Projects.....	6
2.3 Grant Management Responsibilities	7
2.4 Grant Provisions	9
2.5 Review and Selection Process	12
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

RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** 2020 Health Professionals Clinical Training Expansion Grant
- **Minnesota Department of Health (MDH) Program Website:**
<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#hpcteg>
- **Application Deadline:** March 31, 2020

1.2 Program Description

Minnesota Statutes Section 144.1505 authorizes the Commissioner of Health to award grants to support the establishment or expansion of clinical training for eligible health professional training programs. Clinical training is a required step for health professionals to become licensed, but opportunities to receive clinical training are limited. The lack of available clinical training hinders the growth of Minnesota’s health care workforce, especially in underserved and/or rural areas. The grant program assists the planning and/or implementation of expanded clinical training from eligible health professional training programs in Minnesota. The grant program funds costs associated with creating new clinical training programs and expanding existing clinical training programs.

1.3 Funding and Project Dates

Funding

Total Available Funding

The Minnesota Legislature has appropriated \$500,000 in Fiscal Year 2020.

Distribution of Funding

Eligible clinical training programs may receive up to \$75,000 for planning projects and up to \$300,000 for training projects over a period of up to three-years.

The maximum possible award for each grant will be \$150,000 in year 1, \$100,000 in year 2, and \$50,000 in year 3.

However, due to limited available funds, it is possible that a program would receive less than the maximum amount available for training projects.

Applicants are encouraged to focus on planning and training projects with clear goals and objectives.

Programs are eligible to receive only one grant at a time.

Funding will be allocated through a competitive process. **If selected, you may only incur eligible expenditures when the grant agreement is fully executed and the grant has reached its effective date.**

Funding	Estimate
Estimated Amount to Grant	\$500,000
Estimated Number of Awards	2-6
Estimated Award Maximum	\$300,000
Estimated Award Minimum	n/a

Match Requirement

There are no match requirement for this grant.

Project Dates

RFP Published	February 11, 2020
Application due to MDH:	March 31, 2020
Grant distribution announcement (est.):	May 1, 2020
Grant Agreements begin (est.):	June 1, 2020

1.4 Eligible Applicants

Eligible applicants are programs that fulfill **all** of the following criteria:

- Are located in Minnesota; and
- Provide clinical training for students in the following health professions:
 - Advanced practice registered nurses
 - Dental therapists and advanced dental therapists
 - Mental health professionals, as defined under Minnesota Statute 245.462, Subdivision 18;
 - Pharmacists; or
 - Physician assistants; and
- Train, or propose to train students primarily within Minnesota; and
- Can demonstrate accreditation and compliance with the corresponding accrediting bodies:
 - **Advance Practice Nurse Programs:** Current accreditation as a master’s, doctoral, or postgraduate level advanced practice registered nurse program by the Commission on Collegiate Nursing Education or by the Accreditation Commission for Education in Nursing, or evidence that the program is a candidate for accreditation;

- **Dental Therapy and Advanced Dental Therapy Programs:** Current accreditation by the Commission on Dental Accreditation, or approval by the Minnesota Board of Dentistry;
- **Mental Health Professional Programs:** Current accreditation by the appropriate accrediting body for clinical social work, psychology, marriage and family therapy, or licensed professional clinical counseling, or evidence that the program is a candidate for accreditation;
- **Pharmacy Programs:** Current accreditation as a doctor of pharmacy program by the Accreditation Council of Pharmacy Education;
- **Physician Assistant Programs:** *Current accreditation as a physician assistant program by the Accreditation Review Commission on Education for the Physician Assistant, or is a candidate for accreditation.*

Collaboration

Collaboration is encouraged. For health professional clinical training projects, collaboration with students of eligible health professions is required. Successful applicants will be required to work with students of eligible health professions, accrediting bodies, providers and provider organizations, and Minnesota Department of Health for reporting measures.

1.5 Questions and Answers

Consultation and guidance in completing the application process is available upon request. For assistance, contact Paia Vang, Office of Rural Health and Primary Care, at 651-201-3856, toll free from Great Minnesota at 1-800-366-5424 or at paia.vang@state.mn.us.

All questions regarding this RFP must be submitted by email or phone to Paia Vang at paia.vang@state.mn.us or 651-201-3856. If MDH determines questions and answers would be helpful to publish, all answers will be posted within five business days at: <https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#hpcteg>

Please submit questions no later than 12 p.m. Central Time, on March 25, 2020.

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.

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

The Health Professionals Clinical Training Expansion Grant seeks to expand Minnesota's health care workforce by establishing and expanding clinical training opportunities for students throughout Minnesota. Clinical training is a necessary component of health professional education, but capacity for clinical training is limited, and barriers to expansion exist.

This grant will serve the state by increasing the number of clinical training opportunities for health care providers in the eligible professions, which include:

- Advanced practice registered nurses
- Dental therapists and advanced dental therapists
- Mental health professionals, as defined under Minnesota Statute 245.462, Subdivision 18;
- Pharmacists, and
- Physician assistants

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 expanded. Reviewers will evaluate:

- How well applicants describe the program's focus/emphasis and populations served,
- Whether the project will incorporate team-based primary care, and
- Whether the project will increase access to primary care and mental health services for rural and underserved urban communities.

2.2 Eligible Projects

Eligible projects are planning grants or expansion grants intended to create and/or expand clinical training opportunities for students of eligible training programs. Applicants are

encouraged to partner with providers and provider organizations to create new clinical training opportunities.

Grant Program Requirements

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

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

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
- Supplanting existing program funds;
- Funding activities supported by other state grants, such as Medical Education and Research Costs (MERC) funding;
- Supporting administrative costs not directly related to clinical training, or obtaining accreditation.

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 will be in accordance with the State of Minnesota's policy requiring at least an annual written progress report, or a quarterly minimum.

Grant Monitoring

- 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.

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:

Payments will be distributed quarterly, upon receipt of a progress report that includes certifying approved projects under contract, an invoice, and an expenditure report.

For selected grantees, the anticipated date of the contract is June 1, 2020, and the first available quarterly invoice may be submitted September 1, 2020.

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 <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.

- 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, including those with knowledge of health professional training programs, who will recommend funding decisions to the Commissioner. 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, and 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.

The scoring factors and weight that applications will be judged are based on:

- **40 Points: Description of the Program.**
 - 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 existing training sites?
 - Does the description clearly define a program baseline for the grant period?
 - Does the program serve underserved populations and/or rural areas?
- **30 Points: Description of the Project**
 - Is the project description complete?
 - Does the description clearly define the nature of the expansion?
 - Will the expansion have a positive impact on the state's health professional workforce, including health equity?
 - Has the applicant demonstrated the capacity to implement the expansion?
- **20 Points: Proposed Budget and 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: Sustainability**
 - Is there sufficient evidence the expansion will be sustained after the grant?

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.

2020 HEALTH PROFESSIONALS CLINICAL TRAINING EXPANSION GRANT RFP

- 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 (est.) May 1, 2020.

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 March 31, 2020.

If applications are mailed, they **must be received** by MDH by the deadline.

If applications are emailed, they must include all required documents as attachments, named accordingly.

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

3.2 Application Submission Instructions

Applications must be submitted to:

Courier Address: Golden Rule Building
85 E. 7th Place, Suite 220
St. Paul, MN 55101

Mailing Address: Minnesota Department of Health
P.O. Box 64882
St. Paul, MN 55164-0882

Email: paia.vang@state.mn.us

Contact: Paia Vang
(651) 201-3856

3.3 Application Instructions

You must submit the following in order for the application to be considered complete.

The following outline and instructions should be used to prepare the grant application, and be submitted in the prescribed order.

Proposals must be typewritten, double-spaced, and all pages consecutively numbered. All documentation submitted should be relevant to the specific scope of the grant.

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.

All applications must include the following **Required Forms and Documents** and will be awarded points based on the descriptions provided therein:

Required Forms and Documents

- **Grant Application Form.** Applicants are required to complete and submit this form. Available on the Office of Rural Health & Primary Care (ORHPC) website: <https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#hpcteg>
- **Program Description.** (8 page maximum, double-spaced) Write a summary of the existing or proposed clinical training program, which includes 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 students, including any current or planned training sites, cultural competencies, primary care team-based training, populations served – including underserved populations and rural areas, and unique characteristics;
 - Description of existing recruitment and selection efforts, graduation rates, graduate job placement outcomes from recent years, and plans to fill all available student positions in the program;
 - Define, justify, and certify a **baseline** of the program's capacity for the upcoming three years, by year. Include a detailed description of the number of current students and graduates in the previous five years, or maximum year's available if fewer than five years, and include a clear description of any recent reductions in the number of students or existing plans to add students.
 - **Over the period of the grant, the baseline capacity of the program cannot decrease. Completeness of the information and data defining the baseline will be assessed closely in the review process.**
 - 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. Applicants are strongly encouraged to provide information on how they could scale their project, in the event more applications are received than can be funded at their full request; awards may be

made for amounts lower than requested, and evidence that the project could succeed with a lesser award will be necessary.

- **Description of the Project, or Planning Project.** (8 page maximum, double spaced). Write a summary of the project. Planning proposals must address the first two bullets below. Applications requesting funding for program expansion must address all bullets below:
 - Describe the project in detail, including existing or proposed partnerships.
 - Define clear, measurable goals for the project.
 - Define clearly the proposed expansion -- above the established program baseline -- to be supported and maintained using grant funds.
 - Include a description of the program's capacity to manage the proposed expansion, or a plan to obtain adequate capacity.
 - Include a description of plans to maintain the expansion after the grant period. Include any relevant research or analysis of the future demand for additional professionals from the program's focus or specialty.
- **Grant Budget Form**
 - Available on the Office of Rural Health & Primary Care (ORHPC) website: <https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#hpcteg>
- **Grant Budget Justification Narrative.** (4 page maximum) Applicants must attach a narrative describing the details of the proposed grant budget, with sufficient detail for each requested year of the grant. Also, include details of any non-state funds used to maintain the proposed expansion 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.** Describe all salaries to be paid to students, faculty, and/or preceptors using grant funds. Include a description of the proportion of salary to be paid using grant funds for each individual.
 - **Personnel.** 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 of students 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 training program.

2020 HEALTH PROFESSIONALS CLINICAL TRAINING EXPANSION GRANT RFP

- **Contracted Services.** 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.
- **Due Diligence Review and Financial Questionnaire.** All applicants are required to complete and submit this form. This form is required from all applicants for funding over \$25,000 and is available on the ORHPC website:
<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#hpcteg>
- **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 a minimum shows the program's annual revenue and expenses. Attached financial documentation must be specific to the clinical training program, not documentation from a larger organization.
- **Proof of Accreditation.** (Attach only relevant documentation). Applicants must include documentation of current accreditation from the appropriate body for the profession, or a detailed plan to obtain accreditation.

Upon selection and announcement of all grant recipients, all submitted application information and documentation will become public data.

RFP Part 4: Attachments

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

- Grant Application Form
- Program Description (8 page maximum)
- Description of the Project, or Planning Project (8 page maximum).
- Grant Budget Form
- Grant Budget Justification Narrative (4 page maximum)
- Due Diligence Review and Financial Questionnaire
- Program Financial Statement
- Proof of Accreditation

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.**