



2024 Rural Family Medicine Residency Grant Program

GRANT REQUEST FOR PROPOSAL (RFP)

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www.health.state.mn.us

10/10/2023

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

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RFP Part 1: Overview

1.1 General Information

- **Announcement Title: 2024 Rural Family Medicine Residency Grant Program**
- **Minnesota Department of Health (MDH) Program Website: [Rural Family Medicine Residency Grant Program](#)**
- **Application Deadline:**
Step 1 Application Deadline: November 8, 2023
Step 2 Application Deadline: November 27, 2023

1.2 Program Description

Minnesota Statutes [Sec. 144.1912](#) authorizes the Minnesota Department of Health (MDH) Office of Rural Health and Primary Care (ORHPC) to award grants to existing, eligible, not-for-profit family medicine residency programs to support current and new residency positions. The Legislature created the Rural Family Medicine Residency Grant Program for programs located in rural areas and focused on training family medicine physicians to serve in rural areas, with a track record of placing graduates in rural Minnesota communities.

The Rural Family Medicine Residency Grant Program addresses the shortage of primary care physicians in rural areas of Minnesota by supporting opportunities for family medicine residents to practice in these settings. Expanding training opportunities in rural-focused programs gives residents experience and connections that encourage them to remain in rural practice.

1.3 Funding and Project Dates

Funding

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

Family Medicine Residency grants will be awarded to existing, eligible, not-for-profit family medicine residency programs to support current and new residency positions.

Funds will be allocated first to proposed new family medicine residency positions. Up to \$400,000 will be available for each new residency position. New residency positions will be funded for up to three years.

Remaining funds will be allocated proportionally based on the number of existing residents in eligible programs. Funding amounts for existing residency positions will be based on a ratio of the number of family medicine residents under contract in each applicant's program to the total number of family medicine residents under contract in all eligible applicants' programs.

Grantees may only incur eligible expenditures when the grant agreement is fully executed and the grant has reached its effective date.

2024 RURAL FAMILY MEDICINE RESIDENCY GRANT PROGRAM

Funding	Estimate
Estimated Amount to Grant	\$1,000,000
Estimated Number of Awards	3-4
Estimated Award Maximum	\$400,000
Estimated Award Minimum	n/a

Project Dates

Step 1 Application due to MDH:	November 8, 2023
Grant distribution announcement:	November 13, 2023
Step 2 Application due to MDH:	November 27, 2023
Grant Agreements begin (estimated):	March 1, 2024

1.4 Eligible Applicants

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

- Are located in Minnesota, outside the 7-county metropolitan area (defined in Minnesota Statutes [Sec. 473.121, subdivision 4](#) as Anoka, Carver, Dakota, Hennepin, Ramsey, Scott or Washington counties).
- Demonstrate a focus on educating and training family medicine physicians to serve communities outside the 7-county metropolitan area.
- Demonstrate that at least 25% of graduates from the previous three years currently practice in Minnesota communities outside the 7-county metropolitan area.
- Demonstrate current accreditation, or candidacy for accreditation, with the Accreditation Council for Graduate Medical Education (ACGME) and are compliant with the institutional and program requirements for Graduate Medical Education in Family Medicine.

Applicants proposing to fund a new residency position must also fulfill these requirements:

- Applicants that currently conduct resident training must document a baseline number of current residents in family medicine.
- Applicants must commit to maintaining the baseline number of residents, in addition to any new residents supported by grant funding, for the duration of the grant period.

Family medicine residency programs that receive funding through this grant program are not eligible to receive a grant for new residency slots through the MDH Primary Care Residency Expansion Grant Program (see Minnesota Statutes [Sec. 144.1506](#)).

Collaboration

Collaboration is encouraged. Successful applicants will be required to work with residents, accrediting bodies, health care providers, and provider organizations, as well as MDH.

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email to Health.ORHPC.WorkforceGrants@state.mn.us. Answers will be posted within five business days to the [Rural Family Medicine Residency Grant Program](#) grants page.

Please submit questions about the Step 1 Application no later than 4:30 p.m. Central Time on November 1, 2023.

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 in Minnesota by providing family medicine residency programs the opportunity to maintain and expand clinical training in rural communities.

Grant outcomes will include:

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

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. To demonstrate that they meet eligibility criteria and will advance the goals of the Rural Family Medicine Residency Grant Program, applicants should address all of the following:

- The program's focus/emphasis and populations served.
- How the project will increase access to primary care services for rural communities.
- How the applicant incorporates health equity and cultural responsiveness training for residents.
- How the program will sustain the residency positions over the long term.

2.2 Eligible Projects

Grant funds awarded may only be spent to cover the costs of eligible residency positions.

Eligible Expenses

- 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 directly related to the training of residents.

- Travel and lodging for residents.
- Equipment purchases directly related to the training of residents.
- Other costs directly related to establishing, maintaining, or expanding training for family medicine residents.

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Fundraising.
- Taxes, except sales tax on goods and services.
- Lobbyists, political contributions.
- Bad debts, late payment fees, finance charges, or contingency funds.
- Activities funded by other state grants, such as Primary Care Residency Expansion Grant Program funding.
- Supporting administrative costs not directly related to the family medicine residency program.

Grant funds shall not be used to supplant any other government or private funds available for these purposes.

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. Grantee should read the grant agreement, sign, and once signed, comply with all conditions of the grant agreement.

No work on grant activities can begin until a fully executed grant agreement is in place and the State's Authorized Representative has notified the Grantee that work may start.

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. Grantees will also be required to submit supporting financial documentations to support invoice request.

The reporting schedule for written progress reports will be quarterly, due 20 days after each calendar quarter. Reports will be assigned and completed in the Online Portal.

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 these guidelines.

Technical Assistance

Consultation and guidance in completing the application process is available upon request. MDH will provide forms and templates for invoices and progress reports. MDH is also available to provide technical assistance for grantees. It is the grantee's responsibility to meet all obligations in the contract, and to notify MDH and request approval for any changes to these obligations. For assistance, contact Joanne Madrid, Office of Rural Health and Primary Care, at 651-201-3895, toll free from Greater Minnesota at 1-800-366-5424, or at Health.ORHPC.WorkforceGrants@state.mn.us.

Grant Payments

Per [State Policy on Grant Payments](#), reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless MDH has given the grantee a written extension.

- Invoices should be submitted quarterly, 20 days after the close of the most recently completed fiscal quarter. Reports will be assigned and completed in the ORHPC online grant management portal.
- Payments will be distributed quarterly, upon receipt of a report on progress toward approved project activities, an invoice, an expenditure report, and acceptable documentation of expenses.
- MDH will require grantees to submit data and information to evaluate the grant program. Data collected may include, for example:
 - rotation locations,
 - the number of residents at each rotation site,
 - residents' demographic information,
 - populations served during residency,
 - costs per resident, 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 (<https://mn.gov/admin/osp/government/professionatechnicalcontracts/targeted-group-preferences/>);
 - 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:
<https://mn.gov/admin/osp/government/suspended-debarred/>.

Conflicts of Interest

MDH will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. § 16B.98](#) and the Office of Grants Management’s Policy 08-01, “Conflict of Interest Policy for State Grant-Making.”

Applicants must complete the Applicant Conflict of Disclosure form (Attachment C) and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice.
- a grantee’s or applicant’s objectivity in performing the grant work is or might be otherwise impaired.
- a grantee or applicant has an unfair competitive advantage.

Individual conflicts of interest occur when:

- an applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH’s time, services, facilities, equipment, supplies, prestige, or influence.
- an applicant, or any of its employees, receives or accepts money, or anything else of value, from another state grantee or grant applicant with respect to the specific project covered by this RFP/project.
- an applicant, or any of its employees, has equity or a financial interest in, or partial or whole ownership of, a competing grant applicant organization.
- an applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

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

Public Data and Trade Secret Materials

All applications submitted in response to this RFP will become property of the State. In accordance with [Minn. Stat. § 13.599](#), all applications and their contents are private or nonpublic until the applications are opened.

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

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

If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Minn. Stat. § 13.37](#), the applicant must:

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

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

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

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

Audits

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

Affirmative Action and Non-Discrimination Requirements for all Grantees

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

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minn. Rules, part [5000.3550](#).

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

2.5 Review and Selection Process

Review Process

Applications will be reviewed for completeness and eligibility. Applicants proposing new residency positions will be awarded up to \$400,000 per new position, depending on available funds and the number of new positions proposed by applicants. Any remaining funds will be allocated proportionally based on the number of existing residents in eligible programs. Funding amounts for existing residency positions will be calculated based on the ratio of the number of family medicine residents under contract in each applicant's program to the total number of family medicine residents under contract in all eligible applicants' programs.

As funding permits, all eligible programs will receive an award distribution. **The award decisions of MDH are final and not subject to appeal.**

Additionally:

- MDH reserves the right to withhold the distribution of funds in cases where proposals submitted do not meet the necessary criteria.
- The RFP does not obligate MDH to award a grant agreement or complete the project, and MDH reserves the right to cancel this RFP if it is considered to be in its best interest.
- MDH reserves the right to waive minor irregularities or request additional information to further clarify or validate information submitted in the application, provided the application, as submitted, substantially complies with the requirements of this RFP. There is, however, no guarantee MDH will look for information or clarification outside of the submitted written application. Therefore, it is important that all applicants ensure that all sections of their application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

Selection Criteria and Weight

After any new family medicine residency positions have been funded, in amounts up to \$400,000 per new position depending on available funds and the number of new positions proposed by applicants, grant awards will be determined by a formula-based calculation.

As part of the application process, applicants are asked to submit a program overview and a description of how programs will be supported. To demonstrate that they meet eligibility criteria and will advance the goals of the Rural Family Medicine Residency Grant Program, applicants should address all of the following:

- The program's focus/emphasis and populations served.
- How the project will increase access to primary care services for rural communities.
- How the applicant incorporates health equity and cultural responsiveness training for residents.
- How the program will sustain the residency positions over the long term.

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 applicants will be notified of funding decisions via email on or around November 12, 2023. **Funding decision emails will be sent to the person listed on the application as the Authorized Organization Representative (AOR).**

RFP Part 3: Application and Submission Instructions

3.1 Application Deadlines

All applications must be received by MDH no later than 11:59 p.m. Central Time on the following dates:

Step 1 Applications: November 8, 2023

Step 2 Applications: November 27, 2023

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 electronically through the ORHPC [Online Grants Portal](#).

- Existing users: If your organization currently has, or has had a grant with the ORHPC, and you already have a user account, please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to reset your password.
- If you think that you or someone at your organization has already registered your organization in the system, but you do not yet have an account, do not create a new account. Please contact the program administrator at Health.ORHPC.WorkforceGrants@state.mn.us to receive a username and 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 login credentials.
- To add collaborators, such as a fiscal officer, to the application, follow the instructions provided in the [ORHPC Grant Guide](#).

Once in the system, click on the "Apply" link located on the upper tool bar on the home page. You will be redirected to a list of open applications in the system; select the appropriate program and click "Apply."

Please submit any questions to: Health.ORHPC.WorkforceGrants@state.mn.us.

3.3 Application Instructions

You must submit the following in order for the application to be considered complete. Applications must be submitted electronically through the ORHPC online [Grants Portal](#).

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 or 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.

Step 1 Application (Letter of Intent, or LOI)

The Step 1 Application LOI includes the following components:

Online Forms:

- **Organization and Application Information**
 - Basic information about the applicant entity is requested, including legal and business name, address, and tax identification. This information will be used for contracting purposes.
- **Project Information (Contact Information)**
 - This section requests contact information for the organization. All applicants must identify the Authorized Organization Representative (AOR). This person is often the CEO of the organization and must have the authority to enter a contract with the State. An additional program contact is also advised.
- **Program Narrative**
 - **Program Overview:** Describe the program's history, focus, populations served, administrative structure, and budget. Include a current financial statement for the program itself, not the larger organization as a whole. Describe the program's emphasis on training residents to practice in communities outside the 7-county metropolitan area. Describe how the project will increase access to primary care services for rural communities. Describe how the program incorporates health equity and cultural responsiveness training for residents.
 - **Program Graduate Practice Sites:** Provide evidence that at least 25% of the program's graduates from the previous three years currently practice in Minnesota communities outside the 7-county metropolitan area. Applicants must identify all program graduates from the previous three years, along with each graduate's current medical practice site name and location (if known).
 - **Resident Race/Ethnicity:** If available, please include this data for each resident. This information will be required during the reporting process for programs that receive grant awards.
 - **Cost per Resident:** If available, please include the cost per family medicine resident and how you arrived at the cost per resident. This information will be required during the reporting process for programs that receive grant awards.
- **New Position Request** (only if applying for funding for new positions)

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- Applicant will need to confirm the number of existing primary care residency positions in the program. These residency positions are the program's **baseline number** of residents for the upcoming three years.
 - **Baseline number of residents in your program in Year 1 (2024)**
 - **Baseline number of residents in your program in Year 2 (2025)**
 - **Baseline number of residents in your program in Year 3 (2026)**
- **Baseline Number of Residents in Program:** Provide a detailed description of the number of residents and graduates in the previous five years, or maximum years available if fewer than five years. Also include a clear description of any recent reductions in the number of residents, or any existing plans to add residents to the program.
- **Number of New Positions Requested:** State the number of additional residency positions your program is requesting, if applicable. The new positions requested will be added to the baseline number stated above.
- **New Position Description:** Provide a detailed description of how the program plans to maintain additional residency positions after the grant period. Describe the program's ACGME capacity to train new residents, or a plan to obtain adequate capacity. Describe the relevant research or analysis of the future demand for additional family medicine physicians in rural Minnesota.

Step 1 Required Attachments:

- **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 for the department that will be implementing the project. This can be a **recent 990 form, an audit, a balance sheet, or an income statement that at least shows annual revenue and expenses.**
- **Conflict of Interest Form (Attachment D)**: This form will be completed as part of the online application.
- **ACGME Accreditation**: Provide accreditation documentation for the family medicine program.

Note that the baseline number of residents cannot decrease during the grant period. **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.

Grant Distribution Announcement

After the closing of Step 1 applications, MDH will verify applications for completeness and eligibility and calculate the grant distribution. On or around November 13, 2023, MDH will announce the award amounts from Step 1 via email to the Authorized Organization Representative listed in the application.

Grant awardees will then draft a detailed budget and project work plan detailing how the grant funds will be spent, to be submitted in Step 2 of the application.

Step 2 Application

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 includes the following components:

Online Forms:

- **Project Narrative:** Provide a clear, concise, and thorough narrative detailing the project objectives, how the program will achieve each of the objectives, the roles responsible for each objective, and how funds will be spent to achieve the objectives.
- **Project Work Plan/Scope of Work (Attachment B):** This information will be used to develop the work plan that will serve as the basis of a contract. List each project objective, location(s), responsible staff role or title (do not include staff names), start date, and end date. Please provide specific dates for each objective.
- **Budget and Budget Narrative (Attachment C):** Please include a cost breakdown for each budget line item requested. The [Grant Budget Worksheet](#) may be used for planning purposes prior to completing the budget section of the online application.
 - **Salary:** This category should be used for faculty, resident, and preceptor salaries. These personnel must be employees of the applicant organization and work directly with the residency training program.
 - **Fringe:** Applicants should provide the cost of benefits and fringe based on their own organization's allocation schedules or plans. Provide an explanation for the fringe rate and a summary of what costs are included.
 - **Travel:** This line should be used to detail costs for residents' travel and lodging costs. Include a detailed description of the proposed travel as it relates to the direct operation of the program.
 - Travel expenses will be reimbursed in the same manner and in no greater amount than provided in the current "[Commissioner's Plan](#)" promulgated by the Commissioner of Minnesota Management and Budget, or at the grantee's established rate, whichever is lower, at the time travel occurred.
 - Mileage must be calculated at the current IRS approved rate of \$0.655.
 - **Supplies:** Include a description of any supplies and materials necessary for the operation of the family medicine residency program.
 - **Contracted:** This category should be used for any external contracts required to train family medicine residents. Examples include renting training space or compensating a trainer who is not an employee of the applicant's organization. Grant funds may be used for outside consultants for training or curriculum development, but these costs must be directly related to the project. Outline estimated costs for each proposed contract separately. If residents are to be paid from the grant and are not employees of the organization, their payment should be included here.

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- **Equipment:** Include any equipment with a per-item cost of \$5,000 or more here. Equipment must be directly related to the training of family medicine residents.
- **Scholarship/Support Services:** Include any costs to be covered for residents' coursework and support services.
- **Other Expenses:** List other project-specific costs directly related to training residents that do not fit into another budget category. Provide a brief description of the costs. If the applicant would like to request support for the cost of a training space owned by the applicant organization, list those costs here; costs should align with the applicant organization's established cost schedule. However, facilities costs cannot be billed to this grant if they are already accounted for within an organization's indirect rate.
- **Indirect:** Not an allowable expense in this grant program.

Applications for STEP 2 must be received no later than 11:59 pm on November 27, 2023.

RFP Part 4: Attachments

- Included in the RFP document for reference:
 - Attachment A: Applicant Checklist
 - Attachment B: Sample Work Plan/Scope of Work
 - Attachment C: Sample Budget Form
 - Attachment D: Applicant Conflict of Interest Disclosure Form

- Required attachments to the application:
 - Proof of Accreditation
 - Program Financial Statement
 - [Due Diligence Review Form](#)

- Optional attachments to the application:
 - Resumes/Curricula Vitae of project personnel
 - Other attachments applicable to the proposal

Attachment A: Applicant Checklist

Step 1: Due by November 8, 2023, 11:59 pm Central Time

- Section 1: Organization and Application Information
- Section 2: Project Information (Contact Information)
- Section 3: Program Narrative
 - Program Overview
 - Program Graduate Practice Sites
 - Resident Demographics (Race/Ethnicity)
 - Cost per Resident
- Section 4: Resident Data and New Position Request

Step 2: Due by November 27, 2023, 11:59 pm Central Time

- Project Narrative
- Project Work Plan
- Budget and Budget Narrative

Required Attachments:

Step 1

- Due Diligence Form
- Conflict of Interest Disclosure Form (completed online)
- Program Financial Statement
- ACGME Accreditation

Step 2

- An optional upload field is included for relevant documentation the applicant wishes to submit. If financial statements have changed since submitting for Step 1 (LOI), please upload the new financial documentation.

Attachment B: Sample Project Work Plan/Scope of Work

Applicants will complete their Work Plan within the application.

Proposals for new residency positions will complete a 3-year budget.

2024 Rural Family Medicine Residency Grant Program Work Plan

Grantee Organization: NAME of ORGANIZATION HERE

Project Objectives	Location(s)	Staff Role Responsible	Start Date	End Date

Attachment C: Sample Budget

Applicants will complete their budget request within the application.

MINNESOTA DEPARTMENT OF HEALTH

Grant Budget Worksheet and Narrative Form

1. Grantee Name		
2. Grant Year	Budget Request Amount	
3. Title of Program		
Budget Categories	Grant Request	Budget Justification
Instructions	Enter amount requested for each of the applicable cost categories	For each of the cost items requested, provide a rationale detailing the budget activities. Description should also include explanation of how costs were calculated.
Salaries	\$ -	
Fringe	\$ -	
Travel	\$ -	
Supplies	\$ -	
Contracted	\$ -	
Equipment	\$ -	
Scholarship/Support Services	\$ -	
Other 1	\$ -	
Other 2	\$ -	
Total	\$ -	

Attachment D: Conflict of Interest Disclosure Form

Applicants will complete this form in the online application.

(This form is considered public data under [Minn. Stat. § 13.599](#))

The purpose of this form is to provide grant applicants a mechanism to disclose any actual, perceived or potential individual or organizational conflicts of interest that exist, as required by [Minn. Stat. § 16B.98, subd 2-3](#); Minnesota Office of Grants Management (OGM) [Policy 08-01, “Conflict of Interest Policy for State Grant-Making”](#); and federal regulation [2 Code of Federal Regulation \(CFR\) § 200.112, “Conflict of Interest.”](#) It is helpful if the applicant explains the reason for the conflict, but it is not required.

A disclosure will not automatically result in removal of the applicant, or grant application, from the review process.

Instructions

Read the descriptions below, mark the appropriate box(es) that pertain to you and your organization as it relates to this specific Request for Proposal (RFP), obtain applicant signature (applicant to determine appropriate signer).

Conflicts of Interest

Conflicts of interest may be actual, potential, or perceived. An actual conflict of interest occurs when a person uses or attempts to use their official position to secure benefits, privileges, exemptions or advantages for self, relatives, or organization with which the person is associated which are different from those available to the general public ([Minn. Stat. § 43A.38, subd. 5](#)). A potential conflict of interest may exist if an applicant has relationships, affiliations, or other interests that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests. A perceived conflict of interest is any situation in which a reasonable person would conclude that conflicting duties or loyalties exists. A conflict of interest may exist even if no unethical, improper or illegal act results from it.

The Minnesota Department of Health (MDH) recognizes that applicants must maintain relationships with other public and private sector entities in order to continue as a viable organization. MDH will take this into account as it evaluates the appropriateness of proposed measures to mitigate actual, potential, and perceived conflicts of interest. It is not MDH’s intent to disqualify applicants based merely on the existence of a relationships with another entity, but rather only when such relationships cause a conflict that cannot be mitigated. Nevertheless, MDH and its partners must follow federal regulation and statutory guidance on conflicts of interest.

I. Organizational Conflict of Interest:

An **organizational conflict** of interest exists when, because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or

advice, or a person's objectivity in performing the grant work is or might be otherwise impaired, or a person has an unfair competitive advantage.

An example of organizational conflict of interest includes, but is not limited to:

- Unequal Access to Information. Access to information that is classified as nonpublic data or is otherwise unavailable to the public could provide a vendor a competitive advantage in a later competition for another grant. For example, a nonprofit entity, in the course of conducting grant work for the State, may be given access to information that is not available to the public such as government plans, opinions, interpretations or positions. This nonprofit entity cannot use this information to its advantage in securing a subsequent grant, and measures must be put into place to assure this. Such an advantage could be perceived as unfair by a competing vendor who is not given similar access to the relevant information.

II. Individual Conflict of Interest:

An **individual conflict** of interest occurs when any of the following conditions is present:

- a. An applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH's time, services, facilities, equipment, supplies, prestige, or influence.
- b. An applicant, or any of its employees, receives or accepts money, or anything else of value, from another state grantee or grant applicant with respect to the specific project covered by this RFP/project.
- c. An applicant, or any of its employees, has equity or a financial interest in, or partial or whole ownership of, a competing grant applicant organization.
- d. An applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

Examples of individual conflict of interest include, but are not limited to:

- An individual owns Entity C and also sits on the board of Entity D, and both entities are applying to the same RFP.
- An employee or volunteer of the applicant has previously worked with MDH to create the "ground rules" for this solicitation by performing work such as, but not limited to: writing this RFP, preparing evaluation criteria, or evaluation guides for this RFP.
- An employee or volunteer of the applicant is compensated for serving on the board of a non-profit that may benefit from this work.

Instances in which an individual or applicant worked in a volunteer capacity with MDH should be evaluated on a case-by-case basis. Volunteer status has the potential to, but does not necessarily create a conflict of interest, depending on the nature of the relationship between the two parties. Volunteer is defined as "[a]n individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered, is considered to be a volunteer during such hours" ([29 CFR § 553.101\(a\)](#)).

Certification and signature required on next page.

III. Certification:

2024 RURAL FAMILY MEDICINE RESIDENCY GRANT PROGRAM

Applicant Name:	
RFP Title:	
MDH Grant Program Name: <i>(Ex. Family Planning Grant)</i>	

By signing in the space provided below, Applicant certifies the following:

A. To the best of Applicant’s knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to individual or organizational conflicts of interest.

B. Applicant, or employees of applicant, have an actual, potential, or perceived conflict(s) of interest which are listed below.

To the best of your knowledge, write the names of entities/individuals with which you have an actual, potential, or perceived conflict:

<i>Name of entity/individual</i>	<i>Relationship (e.g., Volunteer, Employee, Contractor, Family Relation)</i>	<i>Description of conflict (optional)</i>

C. If a conflict of interest is discovered at any time after submission of this form, Applicant will immediately provide full disclosure in writing to MDH. If a conflict of interest is determined to exist, MDH may, at its discretion, take action.

D. Applicant will obtain, and keep record of, conflict of interest disclosure forms from any subgrantees or subcontractors and keep them on file.

Applicant’s Signature

Printed Name	Title
Signature	Date

MDH Program Use Only

This section to be completed by appropriate Grant Program Staff.

- Applicant has no conflict(s) of interest.
- Applicant has disclosed conflict(s) of interest and appropriate MDH Program staff have reviewed the conflict(s) in accordance with [ST510.01](#). MDH Program has determined the conflict(s) can be mitigated in the following way(s):

Describe how conflict(s) will be eliminated. Example: *Applicant's application will not be reviewed by External Partners with which they have a conflict.*

- Applicant has disclosed conflict(s) of interest and appropriate MDH Program staff have reviewed the conflict(s) in accordance with ST510.01. MDH Program has determined the conflict(s) cannot be mitigated. As such Applicant will not move forward in the RFP/grant process. MDH will communicate back to the Applicant and keep documentation of communication in RFP/grant files.

I certify that the conflict(s) has/have been discussed with this Applicant and the actions above have been taken.

MDH Program's Signature

Printed Name	Title
Signature	Date