2020 Summer Healthcare Internship Program

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
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651-201-3856
paia.vang@state.mn.us
www.health.state.mn.us

11/05/2019

To obtain this information in a different format, call: 651-201-3856. Printed on recycled paper.
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RFP Part 1: Overview

1.1 General Information

- **Announcement Title**: 2020 Summer Healthcare Internship Program
- **Minnesota Department of Health (MDH) Program Website**: https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#summer
- **Application Deadline**: 4:30pm CST, December 6, 2019

1.2 Program Description

Minnesota Statutes Section 144.1464 authorizes the Commissioner of Health to contract with a nonprofit organization representing facilities at which secondary and postsecondary summer health care interns will serve. This organization will award grants to hospitals, clinics, nursing facilities and home care providers to establish or expand a secondary and postsecondary summer health care intern program. The purpose of the program is to expose interested secondary and postsecondary students to various careers within the health care profession.

1.3 Funding and Project Dates

**Funding**

The Minnesota Legislature has appropriated up to $300,000 in Fiscal Year 2020.

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.

<table>
<thead>
<tr>
<th>Funding</th>
<th>Estimate</th>
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</thead>
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<tr>
<td>Estimated Amount to Grant</td>
<td>$300,000</td>
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<tr>
<td>Estimated Number of Awards</td>
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<tr>
<td>Estimated Award Maximum</td>
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<tr>
<td>Estimated Award Minimum</td>
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</table>

**Match Requirement**

The Summer Healthcare Internship Program does not require matching funds.

**Project Dates**

- **Application due to MDH**: December 6, 2019
- **Grant distribution announcement (est.)**: December 9, 2019
- **Grant Agreements begin (est.)**: January 02, 2020
1.4 Eligible Applicants

Pursuant to Minnesota Statutes Section 144.1464, an eligible applicant must be a statewide, nonprofit organization representing facilities at which secondary and post-secondary summer health care interns will serve. The organization awarded the grant shall provide the commissioner with any information needed to evaluate the program, in the form and at the times specified by the commissioner.

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email or phone to paia.vang@state.mn.us or 651-201-3856.

If MDH determines questions and answers should be published, all answers will be posted within five business days at:
https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#summer

Please submit questions no later than 4:30 p.m. Central Time, on November 25, 2019.

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.

Grant Program Priorities

An aging health care workforce is leading to health care workforce shortages in Minnesota, as the demand for health care services is expanding. Shortages are occurring across many professions, affecting multiple sectors in the health care industry throughout Minnesota.

Workforce shortages are leading to decreases in access to care. The Summer Health Care Internship Program seeks to address shortages by introducing secondary and postsecondary students to careers in health care. Summer internships foster interest in pursuing a health care career, increasing the likelihood interns will expand the pipeline for Minnesota’s health care workforce.

This grant will serve:
- All Minnesotans by seeking to expand the pipeline for the health care workforce.

Grant outcomes will include:
- Introducing perspective students to careers in health care
- Increasing Minnesota’s health care workforce through internships and potential health care careers
- Improving access to care for Minnesota’s diverse populations, which may include those based on age, race/ethnicity, gender, income, geography, education, sexual orientation, physical and/or mental disabilities and military/veteran status.

2.2 Eligible Projects

Eligible projects will use state funding to award grants to hospitals, clinics, nursing facilities, and home care providers for the Summer Health Care Internship Program that will expose interested secondary and postsecondary students to various careers in health care.

Under its contract with the State of Minnesota, the grantee will be required to:
- Use state funding to award grants to hospitals, clinics, nursing facilities, and home care providers for the Summer Health Care Internship Program that will expose interested secondary and postsecondary students to various careers within the health profession
• Publicize the availability of the grant program to all hospitals, clinics, nursing facilities, home care providers and secondary and postsecondary institutions in the state and provide the State with a copy of the promotional materials.
• Develop and implement a program to determine methods for recruiting interns that will result in greater representation of minority communities in the program.
• Develop an application process for selecting grantees that ensures that:
  o to the extent possible, interested hospitals, clinics, nursing facilities and home care providers have an equal opportunity for being selected to participate in the program;
  o allow no more than five students to be selected from any one secondary or postsecondary institution;
  o allow no more than one half of the number of students selected to be from the seven-county Twin Cities metropolitan area;
  o at least one secondary student is employed for each postsecondary student employed, to the extent there are sufficient qualifying secondary student applications; and
  o copies of the application materials are provided to the Minnesota Department of Health (MDH).
• Require and monitor, to the extent possible, that participating hospitals, clinics, nursing facilities and home care providers agree to:
  o provide secondary and postsecondary summer health care interns with formal exposure to the health care profession;
  o provide an orientation for the secondary and postsecondary summer health care interns;
  o pay at least one-half the costs of employing the secondary and postsecondary summer health care interns;
  o interview and hire secondary and postsecondary pupils for a minimum of six weeks and a maximum of 12 weeks; and
  o employ at least one secondary student for each postsecondary student employed, to the extent there are sufficient qualifying secondary student applicants

**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 the Summer Health Care Internship Grant Program grantee to submit a final written progress report summarizing program activities and participation numbers, an invoice and an expenditure report.

The reporting schedule will be in accordance with the State of Minnesota’s policy requiring at least an annual written progress report.

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:

Payment will be distributed upon receipt of a final written progress report summarizing program activities and participation numbers, an invoice and an expenditure report.

- For the selected grantee, the anticipated date of the contract is January 2, 2020, and the first available quarterly invoice may be submitted March 1, 2020.

### 2.4 Grant Provisions

#### 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](https://www.leg.state.mn.us/laws/statutes/text/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

MDH will review eligible applications and is responsible for award decisions. The award decisions of MDH are final and not subject to appeal. Additionally:

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

Grantee Past Performance and Due Diligence Review Process

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

Notification
MDH anticipates notifying all applicants via email of funding decisions by (est.) December 9, 2019.
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 December 6, 2019.

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

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 in person, mail, or email 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
Workforce Grants Administrator
Office of Rural Health & Primary Care (ORHPC)
Minnesota Department of Health (MDH)
(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. The application should include one completed signed, original bound application, and one copy of the completed application.

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.**

**Required Forms and Documents**

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

- **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#sumer](https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#sumer)
- **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.
- **Documentation that the applicant meets the requirements of Minnesota Statutes Section 144.1464, Subdivision 4;**
- **A written plan describing how the applicant would address each of the Grant Requirements,**
- **Budget Form.** Provide a line-item budget for the use of the grant funds;
- **Provide a line-by-line budget narrative describing the activities for each budget item**
RFP Part 4: Attachments

- Attachments must be typewritten, double-spaced, consecutively numbered, and saved in standard office software such as Microsoft Word. All submitted documentation needs to be relevant to the specific scope of the grant.
- Attachments provided by applicants must include all required forms and documents and named accordingly.
- The following required forms are available at https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#summer
  - 2020 Summer Health Care Internship Program Grant Application Form
  - Suggested Budget Form
  - Due Diligence Form