



2026 Summer Health Care Internship Grant Program

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
PO Box 64975
St. Paul, MN 55164-0975
651-201-3895
Health.ORHPC.WorkforceGrants@state.mn.us
www.health.state.mn.us

01/05/2026

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:** 2026 Summer Healthcare Internship Grant Program
- **Minnesota Department of Health (MDH) Program Website:** [Summer Health Care Internship Program - ORHPC Grants and Funding](#)
- **Application Deadline:** February 4, 2026, at 4:30 p.m. Central Time

1.2 Program Description

[Minnesota Statutes Sec. 144.1464](#) authorizes the Summer Health Care Internship Grant Program. MDH will contract with a statewide nonprofit organization that will award grants to hospitals, clinics, nursing facilities, assisted living facilities, and home care providers to establish or expand a summer health care internship program for secondary and postsecondary students at their sites. The purpose of the program is to expose interested secondary and postsecondary students to various careers within the health care profession.

The statewide nonprofit organization that receives the grant from MDH and coordinates subgrants to internship sites must represent facilities across Minnesota at which secondary and postsecondary summer health care interns will serve.

1.3 Funding and Project Dates

Funding

The Minnesota Legislature has appropriated \$300,000 for this grant program in fiscal year 2026. The grant period is expected to be three years, for a total award of \$900,000, if funding allows and the grantee meets MDH requirements.

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, whichever is later.

Funding	Estimate
Estimated Amount to Grant	\$300,000 per year, for a total of \$900,000 over three years
Estimated Number of Awards	1
Estimated Award Maximum FY26	\$300,000
Estimated Award Minimum	n/a

Match Requirement

There is no match requirement for this grant program.

Project Dates

Application due to MDH:	February 4, 2026
Grant award announcement:	Late February 2026
Grant agreement begins (expected):	April 1, 2026
Grant agreement ends (expected):	March 1, 2029

1.4 Eligible Applicants

Pursuant to [Minnesota Statutes Sec. 144.1464](#), an eligible applicant must be a statewide, nonprofit organization representing facilities at which secondary and postsecondary summer health care interns will serve. For example, a professional association with statewide reach that works directly with all of the facility types that are eligible to host interns would be eligible to apply for this grant.

Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

Collaboration

The grantee will need to collaborate with current and potential internship sites for recruitment, orientation, monitoring, and data collection, for example. Applicants will be asked about their experience with and capacity for this type of collaboration.

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 seven business days at: [Summer Health Care Internship Program - ORHPC Grants and Funding](#).

Please submit questions no later than 4:30 p.m. Central Time on January 26, 2026.

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 \(PDF\)](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

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 the state. Workforce shortages result in a decrease in access to care for Minnesota residents.

The Summer Health Care Internship Program seeks to address workforce shortages by introducing secondary and postsecondary students to careers in health care. Summer internships foster interest in pursuing a health care career and help students make connections and take the first steps toward entering the health care field.

This grant will serve:

- All Minnesotans, by expanding the pathway for students to enter the health care workforce.

Grant outcomes will include:

- Hundreds of students across Minnesota will be introduced to varied health care careers.
- Health care settings and patients will benefit from the work of interns.
- Minnesota's health care workforce will grow through internships and potential health care careers.
- Access to care for Minnesota's diverse populations will improve.

2.2 Eligible Projects

The grantee will be required to:

- Use state funding to award grants to hospitals, clinics, nursing facilities, assisted living facilities, and home care providers to host summer internships to introduce secondary and postsecondary students to various careers within the health profession.
- Develop an application process for selecting subgrantees that gives interested hospitals, clinics, nursing facilities, assisted living facilities, and home care providers a fair opportunity to participate in the program.
 - No more than one half of the number of students selected for internships may be from the seven-county Twin Cities metropolitan area (Anoka, Carver, Dakota,

Hennepin, Ramsey, Scott and Washington counties).

- Limit the number of internships supported at each host facility to ensure student participation at facilities located throughout Minnesota.
- Publicize the availability of the grant program to all hospitals, clinics, nursing facilities, assisted living facilities, home care providers, and secondary and postsecondary institutions in the state.
- Publicize and host an informational webinar for potential host facilities prior to the application deadline.
- Develop a guidance document that addresses methods of recruiting more interns from underrepresented communities. This document must be shared with all host facilities at the time of subgrantee selection.
- Provide copies of the subgrantee recruitment and application materials to the Minnesota Department of Health (MDH).
- Require that participating hospitals, clinics, nursing facilities and home care providers agree to the following, and monitor subgrantees to ensure these conditions are met:
 - Provide secondary and postsecondary summer health care interns with formal exposure to patient-facing health care professions. Internships in which students are placed in non-patient-facing roles, such as scheduling, bookkeeping, and facilities maintenance, are not eligible for reimbursement through this grant program.
 - Provide an orientation for the secondary and postsecondary summer health care interns.
 - Pay one-half the costs of employing the secondary and postsecondary summer health care interns.
 - Interview and hire secondary and post-secondary pupils for internships that last a minimum of six weeks and a maximum of 12 weeks.
 - Employ at least one secondary student for each postsecondary student employed, to the extent that there are sufficient qualifying secondary student applicants.
 - Employ no more than five students from any one secondary or postsecondary institution.
 - Ensure that each secondary intern hired by a hospital, clinic, nursing facility, assisted living facility, or home care provider:
 - intends to complete high school graduation requirements and is between the junior and senior year of high school; and
 - is from a school district in proximity to the facility.
 - Ensure that each postsecondary intern hired by a hospital or clinic:
 - intends to complete a health care training program or a two-year or four-year degree program and plans to enroll in, or is enrolled in, that training program or degree program; and
 - is enrolled in a Minnesota educational institution or is a resident of the state of Minnesota.

- Priority must be given to post-secondary applicants from a school district or an educational institution in proximity to the facility.
- Priority must be given to post-secondary applicants who are enrolled in educational institutions that are located in Minnesota.

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Soliciting donations
- 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. 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. Applicants can view a sample grant agreement on [MDH Grant Resources](#).

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 reports at least annually until all grant funds have been expended and all of the terms in the grant agreement have been met. The Summer Health Care Internship Grant Program grantee will submit program and financial reports as well as a final written progress report summarizing program activities and participation numbers, an invoice, and an expenditure report.

The reporting schedule will be:

Program and Activity Report #1: July 1

Financial Report #1: July 1

Program and Activity Report #2: November 1

Financial Report #2: November 1

Grantee Verification Report (GVR): February 15

Grant Monitoring

Minn. Stat. § 16B.97 and Policy on Grant Monitoring (PDF) 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

Technical Assistance

MDH will provide all forms and templates for financial, program and activity, and GVR reports. MDH is also available to provide technical assistance for grantees throughout the project period. It is the grantee's responsibility to meet all obligations in the contract, and to notify MDH and request approval for any changes to these obligations. For assistance, contact the Office of Rural Health and Primary Care at Health.ORHPC.WorkforceGrants@state.mn.us.

Grant Payments

Per State Policy on Grant Payments (PDF), 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:

- July 1
- November 1

Reports will be assigned and completed in the ORHPC online grants portal.

2.4 Grant Provisions

Affirmative Action and Non-Discrimination Requirements for all Grantees

The grantee agrees to comply with applicable state and federal laws prohibiting discrimination.

Minnesota's nondiscrimination law is the Minnesota Human Rights Act (MHRA) (Minn. Stat. § 363A; See e.g. Minn. Stat. § 363A.02). The MHRA is enforced by the Minnesota Department of Human Rights. Some, but not all, MHRA requirements are reflected below. All grantees are responsible for knowing and complying with nondiscrimination and other applicable laws.

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.

The grantee agrees not to discriminate in public accommodations because of race, color, creed, religion, national origin, sex, gender identity, sexual orientation, and disability.

The grantee agrees not to discriminate in public services because of race, color, creed, religion, national origin, sex, gender identity, marital status, disability, sexual orientation, and status with regard to public assistance.

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](#).

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.

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 Interest Disclosure form 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.

Non-Transferability

Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

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.

2.5 Review and Selection Process

Review Process

Funding will be allocated through a competitive process with review by a committee with relevant knowledge and expertise. 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, 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 review each application 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 according to which applications will be evaluated are detailed in **Attachment B: Application Evaluation Criteria**.

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 pre-award risk assessment prior to a grant award. Additional information may be required for proposed budgets of \$50,000 and higher to a potential applicant in order to comply with [Policy on Preaward Risk Assessment \(PDF\)](#).

Notification

MDH anticipates notifying all applicants via email of funding decisions by late February 2026.

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 February 4, 2026.

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.

Acknowledgement of application receipt. The online [ORHPC Online Grants Portal](#) will send an automated email to the user who submitted the application to confirm the submission of your application. Additionally, the application status will change from "Draft" to "Submitted" on the Applicant Dashboard and record the date the application was submitted. If the application is still in draft status by the application deadline, you will no longer be able to edit or submit the application.

If you do not receive an automated email confirming submission, or if you encounter any issues with the online application submission, please contact us promptly at health.orhpc.workforcegrants@state.mn.us. We encourage you to submit in advance of the deadline to allow time to address any technical issues.

3.2 Application Submission Instructions

ORHPC requires application submissions to be made through an online [ORHPC Online Grants Portal](#). Please reference the [ORHPC Grantee Guide \(PDF\)](#) for information on creating an account, recovering a password, starting an application, and adding collaborators to an application.

Read **RFP Part 4: Application Guidance** within this RFP document for further instructions on how to address application questions outlined in the Grants Portal.

If you think that someone at your organization has already registered your organization in the system, but you do not have the account information, **do not create a new account**. Please contact our office at Health.ORHPC.WorkforceGrants@state.mn.us to receive a username and password for the existing account.

If you have any questions, please contact us at Health.ORHPC.WorkforceGrants@state.mn.us.

3.3 Application Instructions

You must complete all required fields in the online application form in order for your application to be considered complete.

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

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considered nor evaluated. **MDH reserves the right to reject any application that does not meet these requirements.**

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

All costs incurred in responding to this RFP will be borne by the applicant.

RFP Part 4: Application Guidance

Section 1. Organization and Applicant Information

Basic information about the applicant entity is requested, including legal and business name, address, and tax identification information for contracting purposes.

Section 2. Project Information

Contact Overview

This section requests contact information for the organization, including 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.

Section 3. Organization Background and Capacity

Organization Overview

Provide a brief overview of your organization's history, location, and administrative structure. Describe any unique characteristics or circumstances pertaining to your organization.

Organizational Capacity

Provide information on your organization's experience in working with all eligible types of health care facilities. Include information on the type of partnerships that were established, and the number and geographic locations of these facilities. If this experience included subcontracting with health care facilities to provide internships, paid employment, volunteer placements or similar opportunities for students, provide the number of student placements, the types of placements and the locations of the health care facilities where students were placed.

Section 4. Project Narrative and Work Plan

Statement of Need

Describe the need for student intern placements and how your proposed project will positively impact Minnesota's health professional workforce. Provide relevant data.

Proposed Project

Describe how you will recruit eligible host facilities, including by offering an informational webinar. Describe your orientation process for new facilities, including the provision of a guidance document that addresses ways to improve recruitment of students from underrepresented communities. Finally, describe how you plan to manage the host facilities to

ensure they meet all requirements of the legislatively mandated activities. See **Section 2.2 of this RFP** for a list of statutory requirements.

Health Equity

Provide details on how your project will advance health equity goals.

Program Evaluation

Describe the expected results of your program and how you plan to track, evaluate, and report those results. How will you use evaluation results to improve the program?

Work Plan

List key project activities. For each activity, indicate the title/position of each person who will be involved (if contracted services, indicate the contractor), a brief description of the activity, the expected outcomes, and the expected timeline. Your work plan should include evaluation and reporting activities. See **Attachment A** for a Sample Work Plan.

Section 5. Budget and Budget Narrative

Budget Line Item

Provide the amount of grant funds requested, as well as the amounts and sources of other funding, in the appropriate fields for each budget area. Include a detailed explanation of each cost category for which funds are requested. Explanation should include rationale on how the budget cost items were calculated.

Budget Categories:

- **Salary:** Salaries should include the costs of personnel who work directly for the applicant and are paid a salary or wage directly from the applicant organization. This should not include administrative or other staff included in the indirect rate. Salaries can be calculated and described in the Budget Narrative as an hourly wage with total hours estimated to be spent on the project, or an annual salary with the estimated percentage of the total FTE. Grant funds may only be used for personnel working directly with the program.
- **Fringe:** This category includes share of payroll tax, health insurance costs, Medicare/Medicaid, etc. for employees billed to this grant under the Salary category. In the Budget Narrative, explain how fringe expenses were calculated. Fringe is often calculated at a percentage of salary. Example: $\$50,000 \times 25\% \text{ fringe} = \$12,500$.
- **Travel:** This category includes travel and lodging expenses necessary to complete the grant project. In-state room and board for students and trainers requiring accommodations to participate in trainings is an allowable expense and will be reimbursed in the same manner and in no greater amount than provided in the current [Commissioner's Plan](#) or at the grantee's established rate, whichever is lower, at the time travel occurred. Mileage must be calculated at the current IRS rate.

- **Supplies:** This category includes supplies needed specifically for the grant project. Note that food is not an allowable expense except as part of necessary travel. Do not include any supplies in this line that are included in your indirect budget line.
- **Contracted:** This category should be used for external contracts required to achieve proposed grant objectives.
 - **Equipment:** This category includes equipment necessary to complete the grant project. Equipment has a value of \$10,000 or more per item. Items below \$10,000 are considered supplies.
- **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 the applicant wishes to request support for the cost of training space owned by their organization, it should be listed here according to the organization's defined allocation schedule, which must be maintained on file. Facilities costs may not be billed to the grant if they are already included in the applicant organization's indirect rate.
- **Indirect:** An indirect cost rate is a percentage used to distribute indirect costs to all of an organization's programs that benefit from them. Grantees may not claim indirect costs in excess of the indirect cost rate that applies to their organization. Grantees must submit and retain on file the documentation of that indirect cost rate as outlined below:
 - Grantees with a federally negotiated indirect cost rate may use grant funds for indirect costs in an amount up to but not exceeding that rate. Grantees must submit proof of the federally negotiated indirect cost rate as an attachment to this application. Grantees are responsible for ensuring that the rate is not applied to direct costs that are excluded from the indirect rate.
 - Grantees without a federally negotiated indirect cost rate may use grant funds for indirect costs in an amount up to but not exceeding 15% of total direct costs.

Section 6. Required Attachments

Federally Negotiated Indirect Cost Rate

Provide proof of current federally negotiated indirect cost rate, if applicable.

Due Diligence

Please complete the [Due Diligence Review Form \(PDF\)](#) and attach it to the online application form.

- Community Health Boards and Tribal Nations do not need to submit this form as part of their application.

If the entity is required to submit a Due Diligence form, a Section 6a or 6b will become available to allow submission of the form and any accompanying attachments such as audited financial statements.

Audited Financial Statements

Please upload a copy of the most recent independent audit into the online application. If the audit encompasses multiple entities within a system or umbrella organization, please provide additional financial information, such as an income statement, specific to the applicant entity.

Optional: Resumes/CVs for Project Personnel

Applicants may provide resumes or CVs for key project personnel if desired. All resumes/CVs should be combined and uploaded as a single document.

Section 7. Applicant Conflict of Interest Disclosure

Applicants will complete a [Conflict of Interest Disclosure form \(PDF\)](#) in the online application.

RFP Part 5: Attachments

- Attachment A: Sample Work Plan
- Attachment B: Application Evaluation Criteria

Attachment A: Sample Work Plan

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Grantee Organization: _____

Project Name: _____

Program and Activity Reports:

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports until all grant funds have been expended and all of the terms in the Grant Agreement have been met.

Reports will be submitted through the Office of Rural Health and Primary Care's online grant portal. A report form will be provided to the grantee.

The annual reporting schedule will be:

- July 1
- November 1
- Grantee Verification Report (GVR): February 15

Project Activities:

Program Objectives	Proposed Target (indicate if target is number of Participating Sites OR Secondary OR Postsecondary interns)	Staff Role and/or Agency Responsible	Start Date (must be within grant period)	Completion Date (within grant period)

Attachment B: Application Evaluation Criteria

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

Applicants are encouraged to score their own application using the evaluation score sheet before submitting their application. This step is not required but may help ensure applications address the criteria evaluators will use to score applications.

ORGANIZATION BACKGROUND AND CAPACITY

Evaluation Criteria	Score	Reviewer Comments: Strengths/Weaknesses
Organization overview provides a clear picture of the organization.	/5	
Applicant has experience in managing student internships or similar placement programs.	/5	
Applicant has experience partnering with all eligible facility types representing all geographic regions of Minnesota.	/5	
Data from existing or past student internships or similar placement programs indicate success.	/5	
Total points for this section	/20	

PROJECT NARRATIVE AND WORK PLAN

Evaluation Criteria	Score	Reviewer Comments: Strengths/Weaknesses
Application clearly articulates the need for project, including relevant data.	/10	
Program seems likely to positively impact the Minnesota health care workforce.	/10	

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Applicant describes a clear plan and effective strategies for recruiting eligible health care facilities representing all geographic regions of Minnesota, including offering an informational webinar for potential host sites.	/10	
Proposed project describes a clear plan for onboarding and managing host facilities to ensure they are meeting all statutory requirements.	/10	
Project seems likely to advance health equity goals with regard to student placements.	/10	
Applicant clearly describes expected results and methods to track, evaluate, and report those results. Applicant describes a plan for using the results for program improvement.	/10	
Work plan is clear, detailed, and feasible and will achieve grant program outcomes.	/10	
Total points for this section	/70	

BUDGET NARRATIVE

Evaluation Criteria	Score	Reviewer Comments: Strengths/Weaknesses
Proposed costs in the budget are clear, with enough detail to understand why they are included.	/5	
Proposed expenses seem reasonable and align with the goals and requirements of this program.	/5	
Total points for this section	/10	
Total Score	/100	

Link References

- [Summer Health Care Internship Program - ORHPC Grants and Funding](https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#summer)
(<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#summer>)
- [Minnesota Statutes Sec. 144.1464](https://www.revisor.mn.gov/statutes/cite/144.1464)
(<https://www.revisor.mn.gov/statutes/cite/144.1464>)
- [The Policy on Rating Criteria for Competitive Grant Review \(PDF\)](https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf)
(https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf)
- [MDH Grant Resources](https://www.health.state.mn.us/about/grants/resources.html) (<https://www.health.state.mn.us/about/grants/resources.html>)
- [Minn. Stat. § 16B.97](https://www.revisor.mn.gov/statutes/?id=16B.97) (<https://www.revisor.mn.gov/statutes/?id=16B.97>)
- [Policy on Grant Monitoring \(PDF\)](https://mn.gov/admin/assets/grants_policy_08-10_tcm36-207117.pdf) (https://mn.gov/admin/assets/grants_policy_08-10_tcm36-207117.pdf)
- [State Policy on Grant Payments \(PDF\)](https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20_tcm36-438962.pdf) (https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20_tcm36-438962.pdf)
- [Minn. Stat. § 363A](https://www.revisor.mn.gov/statutes/cite/363A) (<https://www.revisor.mn.gov/statutes/cite/363A>)
- <https://www.revisor.mn.gov/statutes/cite/363A.02>
(<https://www.revisor.mn.gov/statutes/cite/363A.02>)
- [Minnesota Department of Human Rights](https://mn.gov/mdhr/) (<https://mn.gov/mdhr/>)
- [Minn. Rules, part 5000.3550](https://www.revisor.mn.gov/rules/5000.3550) (<https://www.revisor.mn.gov/rules/5000.3550/>)
- [Minn. Stat. § 16B.98](https://www.revisor.mn.gov/statutes/?id=16B.98) (<https://www.revisor.mn.gov/statutes/?id=16B.98>)
- [Minn. Stat. § 13.599](https://www.revisor.mn.gov/statutes/cite/13.599) (<https://www.revisor.mn.gov/statutes/cite/13.599>)
- [Minn. Stat. § 13.37](https://www.revisor.mn.gov/statutes/cite/13.37) (<https://www.revisor.mn.gov/statutes/cite/13.37>)
- [Ch. 13 MN Statutes](https://www.revisor.mn.gov/statutes/cite/13/full) (<https://www.revisor.mn.gov/statutes/cite/13/full>)
- [Policy on Preaward Risk Assessment \(PDF\)](https://mn.gov/admin/assets/Policy%2008-06%20Pre-Award%20Risk%20Assessment%20Revision%20Version%202.1%20-%20Effective%20Date%20July%201%202025_tcm36-695460.pdf) (https://mn.gov/admin/assets/Policy%2008-06%20Pre-Award%20Risk%20Assessment%20Revision%20Version%202.1%20-%20Effective%20Date%20July%201%202025_tcm36-695460.pdf)
- [ORHPC Online Grants Portal](https://www.grantinterface.com/Home/Logon?urlkey=mdh)
(<https://www.grantinterface.com/Home/Logon?urlkey=mdh>)
- [ORHPC Grantee Guide \(PDF\)](https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/docs/2022grantguide.pdf)
(<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/docs/2022grantguide.pdf>)
- [Commissioner's Plan](https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp) (<https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>)

2026 SUMMER HEALTH CARE INTERNSHIP GRANT PROGRAM

- Due Diligence Review Form (PDF)
(<https://www.health.state.mn.us/about/grants/duediligence.pdf>)
- Conflict of Interest Disclosure form (PDF)
(<https://www.health.state.mn.us/about/grants/coiapplicant.pdf>)