

Health Professionals Clinical Training Expansion Grant Program – Fiscal Year 2025

FREQUENTLY ASKED QUESTIONS

Updated September 5, 2024

Q1. The RFP states that an institution/program needs to be a candidate for accreditation. We have not yet entered into the accreditor’s formal accreditation process but understand that we meet their requirements in that we are a licensed higher education institution located within the United States, in good standing with the Higher Learning Commission, and approved to confer graduate degrees.

Is our physician assistant program eligible for this expansion grant?

A1. No. See pages 4-5 of the RFP for eligibility requirements, which correspond to the legislation funding this program, Minnesota Statutes Sec. 144.1505. To be eligible, a physician assistant program must be accredited as a physician assistant program by the Accreditation Review Commission on Education for the Physician Assistant or a candidate for accreditation.

Q2. Our organization is not located in Minnesota, however, we can and do provide clinical training for Minnesotans. Are we eligible to apply?

A2. No. Per Minnesota Statutes Sec. 144.1505, applicants must be located in Minnesota.

Q3. Our organization currently holds an HPCE grant but would like to apply for another grant, for training in another department. Are we eligible to apply for another grant?

A3. Yes. One organization may hold two grants as long as they are providing clinical training program planning or expansion in two different departments.

Q4. Can planning projects include activities to identify the sites who will become partners in developing the model for a new or expanded clinical training experience?

A4. Yes. Having committed partners is preferable, however. Any letters of commitment signed by potential partners may be uploaded into the optional upload fields in the online application.

Q5. How many pages can the optional CV attachment be?

A5. All upload fields allow for a document size of up to 50 MiB (mebibytes), except the Audited Financial Statement and Proof of Accreditation fields which allow for 75 MiB. One MiB equals about 1.05 megabytes (MB).

Q6. Do you foresee opening a similar RFP next year?

A6. We anticipate releasing an RFP for this program in 2026 if funding is available.

Q7. As a professional can I apply for the planning grant if I do not have a clinical training program currently, but meet other criteria as a mental health professional approved supervisor, and want to expand to train new mental health professionals?

A7. No, this opportunity is not open to individuals. This program is legislatively authorized for organizations or institutions that have been accredited, or are candidates for accreditation, for an eligible clinical training program.

Q8. Why aren't other professions, such as acupuncture, included as an eligible training program?

A8. The authorizing legislation is specific as to which professional clinical training programs can be funded. The list of eligible training programs is listed on pages 4-5 of the RFP.

Q9. Our organization is in process of developing a post-doctoral psychology residency program. Is this grant geared more toward post-secondary institutions or are we eligible to apply?

A9. This grant is open to any institution or organization that meets the legislatively defined eligibility criteria. A post-doctoral residency program that offers clinical training would qualify as long as the program is accredited by the Board of Psychology or is a candidate for accreditation. Please see pages 4-5 of the RFP for more details.

Q10. If we are already an accredited clinical training site, and hope to add an additional training with a new focus, would we apply for a planning or expansion grant?

A10. This would depend on whether the additional training is for a different type of clinical training or is an expansion of the current clinical training program.

If the training is in a new focus area, you should apply for a planning grant. If the new training is an expansion to an existing clinical training program with the same focus, you should apply for an expansion grant. Expansion grants must increase the number of training slots for eligible professionals.

Q11. Where do we find federally negotiated rates?

A11. Indirect costs are limited to 10% of direct costs for organizations that do not have a federally negotiated indirect rate. If an organization has a federally negotiated indirect rate, the organization's grants or financial team should have that documentation. Most small organizations do not have a federally negotiated indirect rate.

Q12. I run a company that currently employs myself and one contracted employee. Can I apply for the planning grant if I want to train new mental health professionals as a CEO of the company?

A12. Yes, if you meet the legislatively defined criteria found on page 4 of the RFP: Mental health professional programs must be accredited by the appropriate accrediting body for clinical social work, psychology, marriage and family therapy, or licensed professional clinical counseling, or be a candidate for accreditation.

Q13. I see that the application requires me to enter a MN State SWIFT Vendor ID. How do I get a Vendor ID?

A13. If you do not have a SWIFT Supplier ID you may apply for one through the [SWIFT Supplier ID Website](#). If you have questions about this process, contact 651-201-8106 or efthelpline.mmb@state.mn.us. More information can be found here: [SWIFT Vendor Resources](#)

Q14. Does a clinic qualify if there's only one LICSW that would be training mental health practitioners? I would think that if you just have one person, you may apply, but it probably would not be the most competitive of proposals.

A14. Potential applicants will need to consider the competitiveness of their proposal and decide for themselves whether to apply.

The review panel is composed of industry experts, and they score each type of application (planning or expansion) using the same criteria. Reviewers do compare applications, per the evaluation criteria listed in Attachment A of the RFP, as they score proposals and make their funding recommendations.

Q15. If an organization currently has enrolled students, does expansion require an increase in the number of students enrolled? Or can program expansion mean we are offering new programming aimed at the grant objectives for our present number of currently enrolled students?

A15. Per Subdivision 3 of the authorizing legislation, “Applications must include a description of the number of additional students who will be trained using grant funds; attestation that funding will be used to support an increase in the number of clinical training slots...”

Expansion projects must support the addition of new training slots.

Q16. We are a facility that already provides externships and rotations for students from many different accredited institutions.

Would we be eligible to apply for funding to expand our ability to host students at our clinics or would we need to apply in partnership with one of our institutions?

A16. You may apply for funding if your training program is accredited or a candidate for accreditation and meets the other eligibility criteria outlined in pages 4-5 of the RFP. You would need to partner with an eligible applicant if your program is neither accredited nor a candidate for accreditation.

Q17. Would a community-based mental health provider who provides clinical experience for social workers working to become licensed be eligible for the grant?

A17. If you are accredited or are a candidate for accreditation and are providing training to professional level (LICSW) social workers, yes, you are eligible to apply. Please see pages 4 and 5 of the RFP for more information.

Q18. In the FAQ, it’s stated that “One organization may hold two grants as long as they are providing clinical training program planning or expansion in two different departments.”

Does this mean that one organization can apply for two distinct grants this current cycle so long as they’re in different program areas?

A18. Yes, as long as both training programs meet the eligibility requirements outlined on pages 4 and 5 of the RFP, one organization may apply for two separate grants that focus on two different clinical training areas.

Q19. What are the acceptable accreditations for mental health clinical training programs?

A19. The acceptable accreditations, and the requirements for clinical trainees according to each Governing Board, are as follows:

- Licensed Professional Clinical Counselor (LPCC): Must be accredited, or be a candidate for accreditation, as a master's or doctoral program in counseling or related field by the Council for Accreditation of Counseling and Related Education Programs (CACREP) or the Council for Higher Education Accreditation (CHEA); degree must require at least 48 semester credits and meet the educational requirements for LPCC licensure found in [Minn. Stat. 148B.5301, subdivision 1.](#)
- Licensed Marriage and Family Therapist (LMFT): Must be accredited, or be a candidate for accreditation, as a master's or doctoral program in marriage and family therapy or related field by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) or be a master's level program that meets educational requirements for LMFT licensure found in [Minn. Stat. 148B.33, subdivision 1](#) and [Minnesota Rule 5300.0140](#) .
- Licensed Psychologist (LP): Must be an American Psychological Association (APA) accredited program, or be a candidate for accreditation, or regionally accredited/candidate for accreditation, as a doctoral program in psychology that meets educational requirements for LP licensure found in [Minn. Stat. 148.907](#) [Minn. Stat. 148.907, subdivision 2](#) and [Minnesota Rule 7200.1300.](#)
- Licensed Independent Clinical Social Worker (LICSW): Must be accredited, or be a candidate for accreditation, as a master's program in social work by the Council on Social Work Education (CSWE) or the Canadian Association of Schools of Social Work (CASWE) or be a doctoral level program that meets educational requirements for LICSW licensure found in [Minn. Stat. 148E.055.](#)

Q20. We currently hold an HPCE grant but it will be spent down by January 1, 2025. Are we eligible to apply for this grant?

A20. Your organization may apply for a grant to support planning or expansion in a different department, not the same training area that is supported by your current project. We cannot accept proposals from a training program that is already funded at the time of application, within the same organization.

Q21. Is it required that planning grants increase the number of clinical training opportunities for health professionals at the end of the one-year award period?

A21. No, planning grants fund the planning phase of a project. However, applicants must provide a projection of the number of clinical training opportunities that will be offered during the implementation phase of the project.

Q22. Can you provide additional information on what is considered a “training program”? Is this referring to a specific clinical training placement site and partners?

A22. Please see pages 4-5 of the RFP for a description of eligible training programs. The training may take place at one or more training sites. There is no limit or requirement on the number of partners or training sites that a program must include, for the purpose of this grant application.

Q23. Does planning to create a new clinical training site count as a “new clinical program”?

A23. A proposal to add a new clinical training site to an existing, eligible training program and increase the number of clinical training slots would be considered an expansion proposal.

Q24. Our APRN program is working with community stakeholders to start a clinic to serve minority populations which will increase clinical opportunities for our nurse practitioner students specifically focusing on the social determinants of health. Would this qualify for the planning portion of the grant or the expansion?

A24. A proposal to add a new clinical training site to an existing, eligible training program and increase the number of clinical training slots would be considered an expansion proposal.

Q25. Can an organization include a department in their proposal that currently holds an active HPCE grant?

A25. Yes, but only if the department that is applying does not currently hold an active HPCE, MERC or RUCR grant, and the project is not funding clinical training that is already occurring in the HPCE-funded program. Please see pages 5 and 9 of the RFP for more information.

The proposal must be for a training project that is different from what is currently being funded and the currently funded program cannot be the primary focus of training in the proposal.

For instance, if an organization holds an HPCE grant that focuses on Pharmacy training, and the APRN department wants to submit a proposal that focuses on team-based care that includes their PA, Pharmacy, and Mental Health clinical training departments, they are eligible to apply.

Proposals that focus on more than one eligible training area must upload proof of accreditation for each department that is included in the proposal.

Q26. Can an organization apply for both a Planning and Expansion Proposal at the same time?

A26. No. Applicants may only apply for one type of grant.

Q27. After reading the definition of rural, I am interpreting rural to include cities such as Duluth, St. Cloud, etc. I want to verify my interpretation.

A.27 You are correct in your interpretation. The definition is outlined on page 7 of the RFP:

For the purposes of this grant program, "rural community" means a statutory and home rule charter city or township that is outside the seven-county metropolitan area as defined in section 473.121, subdivision 2.

State statute [473.121, subdivision.2](#) states:

Metropolitan area or area.

"Metropolitan area" or "area" means the area over which the Metropolitan Council has jurisdiction, including only the counties of Anoka; Carver; Dakota excluding the cities of Northfield and Cannon Falls; Hennepin excluding the cities of Hanover and Rockford; Ramsey; Scott excluding the city of New Prague; and Washington.

Q28. If an organization currently holds a Planning Grant, are they eligible to apply for an Expansion Grant? Our Planning Grant will end on 12/31/2024 and per page 4 of the RFP, grant agreements are estimated to begin on 1/1/2025, so there will be no overlap in funding.

A28. You may apply for an Expansion Grant if you are on track to meet all of the objectives as outlined in your Planning Grant agreement and will not be seeking an amendment to extend the end date of your Planning Grant. Current progress and spend-down on your Planning Grant will be considered during the review process and in making final award decisions.

Q29. Is this grant program funded entirely by state funds (no federal funds)?

A29. Yes. The Health Professionals Clinical Training Expansion grant program is authorized by Minnesota Statute [Sec. 144.1505 MN Statutes](#).

Q30. In comparing Section 4 of the RFP to the directions in the portal I notice there are some discrepancies. I would appreciate any assistance you could provide for how to handle the discrepancies.

A30. Section 4 of the RFP is a high level, general overview of the various questions included in the online application. Section 4 provides guidance on some things an applicant may want to consider as they complete each section of the online application.

Attachment A of the RFP matches the application questions more closely and provides the point value for each grouping of questions. These are the questions that review panelists will reference during proposal review. They will consider both the completeness and the depth of responses in scoring each proposal.

Also note that in the application, the Organizational Overview and Statement of Need questions come before the other questions, unlike Attachment A. That is because these two sections apply to everyone, whether they are submitting a planning or expansion proposal.

Q31. Our organization receives a MERC Grant. Are we eligible to apply?

A31. Yes, entities that receive MERC funding are eligible for HPCE grants. Specific activities and costs supported by one MDH funding program should not also be supported by another funding program. Grantees who receive multiple grants must clearly identify which costs will be attributed to each funding source.

Q32. We will be applying under the Mental Health Professional Program and are in the process of building an Addiction and Recovery program option for our Master of Social Work students. Would this be considered an eligible expansion project?

A32. Yes, if the students you plan to train under this new program meet the definition of the qualifications taken from [Sec. 245I.04 MN Statutes](#) subd. 2, and your organization holds the appropriate accreditation, it would be an eligible program. Students must be at the professional level and hold an eligible license. Please see FAQ #19 for additional information.

Per the authorizing legislation for this program, [Sec. 245I.04 MN Statutes](#) subdivision 2, paragraphs (3) and (6):

- (3) "eligible mental health professional program" means a program that is located in Minnesota and is listed as a mental health professional program by the appropriate accrediting body for clinical social work, psychology, marriage and family therapy, or licensed professional clinical counseling, or is a candidate for accreditation;
- (6) "mental health professional" means an individual providing clinical services in the treatment of mental illness who meets one of the qualifications under section [245.462](#), subdivision 18.

Q33. Upon review of the “Ownership of Materials” section of the sample grant agreement language, it looks like we would not maintain sole ownership of any training materials or curricular modules developed with the support of grant dollars. Can you confirm whether I am interpreting this language correctly?

A33. Yes, the language included in the “Ownership of Materials and Intellectual Property Rights” paragraphs does allow MDH to utilize any materials developed through State grant funds as outlined in the Sample Grant Agreement. This language is included in all MDH Standard Grant Agreements.

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09/05/24

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