



# FY26 Health Professionals Clinical Training Expansion Grant Program

GRANT REQUEST FOR PROPOSAL (RFP)

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## RFP Part 1: Overview

### 1.1 General Information

- **Announcement Title:** FY26 Health Professionals Clinical Training Expansion Grant Program
- **[Health Professionals Clinical Training Expansion Grant – ORHPC Grants and Funding](#)**
- **Application Deadline:** August 4, 2025

### 1.2 Program Description

The Health Professionals Clinical Training Expansion (HPCE) grant program, authorized by [Minnesota Statutes Sec 144.1505](#), awards grants to support the establishment or expansion of clinical training for eligible health professional training programs. Providing funding opportunities for clinical training programs will strengthen Minnesota’s health care workforce and increase access to primary care and mental health services for rural and underserved urban communities. This grant program funds activities associated with planning and implementing new clinical training programs and expanding the number of professionals trained through existing clinical training programs in rural and underserved urban areas in Minnesota.

### 1.3 Funding and Project Dates

#### Funding

The Minnesota Legislature has appropriated \$500,000 annually for this program.

#### Distribution of Funding

- Eligible clinical training programs may receive up to \$75,000 for a one-year planning project.
- Eligible clinical training programs may receive up to \$300,000 for a three-year expansion project.

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	\$700,000
Estimated Number of Awards	3-5
Estimated Award Maximum	\$300,000
Estimated Award Minimum	n/a

## Match Requirement

There is no match requirement for this grant.

## Project Dates

RFP published:	June 16, 2025
Informational webinar:	July 10, 2025
Application due to MDH:	August 4, 2025
Grant distribution announcement (estimated):	Early October 2025
Grant agreements begin (estimated):	January 1, 2026

## 1.4 Eligible Applicants

Eligible applicants are programs that fulfill the following criteria:

- Are located in Minnesota and train, or propose to train, students residing and working in Minnesota.
- Plan to establish or expand clinical training for students in the following health professional programs:
  - Advanced Practice Registered Nursing Program
    - Must be accredited as a master's, doctoral, or postgraduate level advanced practice registered nursing program by the Commission on Collegiate Nursing Education or by the Accreditation Commission for Education in Nursing or be a candidate for accreditation.
  - Dental Therapy Program or Advanced Dental Therapy Program
    - Must be approved by the Minnesota Board of Dentistry or currently accredited by the Commission on Dental Accreditation.
  - Mental Health Professional Program
    - 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.
    - A mental health professional is defined as an individual providing clinical services in the treatment of mental illness who meets one of the qualifications under [MN Statutes Sec. 245I.04, subdivision 2](#).
  - Pharmacy Program
    - Must be accredited as a Doctor of Pharmacy program by the Accreditation Council on Pharmacy Education.
  - Physician Assistant Program

- Must be accredited as a physician assistant program by the Accreditation Review Commission on Education for the Physician Assistant or be a candidate for accreditation.
- Applicants must be able to demonstrate membership and compliance with the corresponding accrediting bodies.
- Any type of entity that meets the other eligibility criteria is eligible, including institutions of higher education, hospitals, and others.
- An organization may hold two HPCE grants as long as it is conducting program planning or expansion in two different departments, with no overlap between clinical training programs or trainees. For example, an organization that currently holds a grant focused on Psychiatric Mental Health Nurse Practitioner trainees may not apply for another grant focused on any other Advanced Practice Registered Nursing program.
- **Please note:** Physician residency training programs, dental education programs, and dental residency training programs are not eligible for this HPCE funding opportunity. As detailed in [Minnesota Statutes Sec 144.1505](#), programs for physicians and dentists are eligible for the [Rural and Underserved Clinical Rotations Grant Program – ORHPC Grants and Funding](#).
- Recipients of grants through the Rural and Underserved Clinical Rotations Grant Program may not receive HPCE funding for the same program or department. There must be no overlap between clinical training programs or trainees funded by the two grants.

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

Successful applications will demonstrate collaboration with health care providers and health care organizations in rural and underserved communities to create new clinical training opportunities.

## 1.5 Questions and Answers

All questions regarding this RFP must be submitted by email to [Health.ORHPC.WorkforceGrants@state.mn.us](mailto:Health.ORHPC.WorkforceGrants@state.mn.us). All answers will be posted within five business days at [Health Professionals Clinical Training Expansion Grant – ORHPC Grants and Funding](#).

Please submit questions no later than 4:30 p.m. Central Time on July 18, 2025.

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 Information Meeting**

A link to the live informational webinar is posted at [Health Professionals Clinical Training Expansion Grant – ORHPC Grants and Funding](#) and the slides presented during the informational webinar will be posted by July 17, 2025 at the same location.

## 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.

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

The Health Professionals Clinical Training Expansion Grant seeks to strengthen Minnesota's health care workforce by establishing and expanding clinical training opportunities, with a particular focus on rural and underserved urban communities in Minnesota. Clinical training is a necessary component of health professional education, but capacity for clinical training is limited and barriers to expansion exist.

This grant will serve:

- Rural and underserved urban communities by strengthening Minnesota's health care workforce and improving access to health care.
- Eligible health professional programs and students by expanding clinical training opportunities.

Grant outcomes will include:

- Greater access to health care in rural and underserved urban Minnesota communities.
- An increase in the number of clinical training opportunities for health professionals.

#### Other Competitive Priorities

- Program advances health equity.
- Program incorporates strong model of team-based primary care.
- Program is likely to be sustainable after the grant period.

### 2.2 Eligible Projects

Eligible projects will plan or implement new or expanded clinical training opportunities for students in eligible training programs (see RFP section 1.4). Applicants may apply for a one-year planning grant or a three-year expansion grant.

Expansion projects must propose an increase in the number of students trained; applicants must attest that grant funds will be used to support an increase in the number of clinical training slots.

Training must take place in rural and/or underserved communities. 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 [MN Statutes Sec. 473.121 subdivision 2](#).

For the purposes of this grant program, “underserved community” means a Minnesota area or population included in the list of designated primary medical care health professional shortage areas, medically underserved areas, or medically underserved populations maintained and updated by the U.S. Health Resources and Services Administration (HRSA).

To determine whether a proposed training site is in a designated shortage area, visit the HRSA website and use the search tools: [HRSA Find Shortage Areas](#).

Successful applications will demonstrate collaboration with health care providers and health care organizations in rural and underserved communities to create new clinical training opportunities.

## Eligible Expenses

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

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

## 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
- Supplanting existing program funds.
- Funding activities supported by other state grants, such as [Medical Education and Research Costs \(MERC\)](#) funding and the [Rural and Underserved Clinical Rotations Grant Program – ORHPC Grants and Funding](#).

## 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.

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

### Accountability and Reporting Requirements

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

Reports will be submitted through the Office of Rural Health and Primary Care online grants portal. Standard invoice and progress report forms will be provided to grantees. Progress reports will be due 20 days after each fiscal quarter ends:

- January 20
- April 20
- July 20
- October 20

Grantees may be required to provide professional license numbers for students receiving training through grant funding.

### Grant Monitoring

[Sec. 16B.97 MN Statutes](#) 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 the grantee's expenditures at least once during the grant period on grants over \$50,000.

## Technical Assistance

Technical support related to completing the online application process is available upon request. MDH will provide forms and templates to grantees 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 the MDH Office of Rural Health and Primary Care at [Health.ORHPC.WorkforceGrants@state.mn.us](mailto: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 quarterly. Invoices will be submitted through the Office of Rural Health and Primary Care online grants portal. Invoices will be due 20 days after each fiscal quarter ends:

- January 20
- April 20
- July 20
- October 20

## Publicity

Any publicity given to the program, publications, or activities performed resulting from a grant award, including but not limited to notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the grantee or its employees must identify MDH as the sponsoring agency.

## Records Retention

Grantees are responsible for keeping documentation to support all grant expenditures, including the following: payroll records; receipts for all grant related expenses; contracts and invoices with subcontractors, consultants and subgrants; travel logs; and canceled checks. [MN Statutes Sec. 16B.98 subdivision 8](#) requires that grantees must maintain all grant-related documentation such as the accounting records, payroll records, reports, and accounting procedures and practices of the grant. Grantees must make all records available to the state for six years from the end of the grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is

later. Grantees may receive requests for this information, which must be submitted to MDH upon request.

## 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) ([Ch. 363A MN Statutes](#); See e.g. [Sec. 363A.02 MN Statutes](#)). 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. [MN Rules Part 5000.3550](#).

### **Audits**

Per [Sec. 16B.98 MN Statutes](#), 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 [Sec. 16B.98 MN Statutes](#) 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 [Sec. 13.599 MN Statutes](#), 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 [Sec. 13.37 MN Statutes](#), 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. ([Sec. 13.599 MN Statutes](#), subd. 3(a)).

If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Sec. 13.37 MN Statutes](#), 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 representing content and community specialists, including those with knowledge of health

professional training programs. 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 criteria and point values are detailed in **Attachment A: 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 Pre-Award Risk Assessment for Potential Grantees \(PDF\)](#).

### **Notification**

MDH anticipates notifying all applicants via email of funding decisions by early October 2025.

## 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 August 4, 2025.

**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 [MDH 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 encounter any other issues with the online application, please contact Joanne Madrid promptly at [Health.ORHPC.WorkforceGrants@state.mn.us](mailto: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 through an [MDH 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](mailto: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](mailto: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

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**

This section requests contact information for the organization, including the Authorized Organization Representative.

### **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 training health care professionals, including any experience in the type(s) of clinical training you are proposing in this submission. If a clinical training program similar to the one you are proposing has been offered in the past, provide numbers of trainees, number and types of faculty, faculty experience with training diverse students, training locations, and any other key data.

### **Section 4. Project Narrative and Work Plan**

#### **Project Type**

Please indicate whether you are applying for a one-year planning grant or a three-year expansion grant.

#### **Program Type**

Indicate the type of program in which your grant will establish or expand clinical training: Advanced Practice Registered Nursing, Dental Therapy/Advanced Dental Therapy, Mental Health Professional, Pharmacy, Physician Assistant.

#### **Statement of Need**

Describe why your proposed project to establish or expand clinical training is needed. How will it positively impact Minnesota's health professional workforce? Provide relevant data. Include information from employers, current and prospective trainees, and any other stakeholders.

## **Proposed Project**

Describe what you propose to do: Briefly describe the clinical training program and how you will establish or expand it. If applying for a planning grant, what planning steps are necessary to prepare for establishing or expanding clinical training? What is your expected timeline for implementing the program after your planning grant is completed?

## **Collaborating Partners**

Provide a brief overview of each entity collaborating with your organization on this program and their role in the program. How long have you collaborated with these partners, and what kinds of past projects have you worked on together? Letters of support may be uploaded in the optional upload field at the end of this application.

## **Clinical Training Location(s)**

Provide information about where the clinical training will take place. For planning grants, include the planned clinical training sites if known. Provide the geographic location of each training site. Confirm that each site is in an eligible rural or underserved community (see RFP section 2.2). To determine whether a proposed training site is in a designated shortage area, visit the HRSA website and use the search tools: [HRSA Find Shortage Areas](#).

## **Additional Trainees**

For expansion grants, how many additional students will be trained using grant funds over the three-year grant period? For planning grants, how many additional students are expected to be trained following program implementation?

Submission of your application is considered an attestation that funding will be used to support an increase in the number of clinical training slots.

## **Recruitment and Retention**

Describe how your proposed program will recruit and retain students. Summarize enrollment data from the past three years in any similar training programs your organization administers and explain any low or declining enrollment numbers. Describe any other factors influencing recruitment and retention.

## **Health Equity**

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

## **Access to Primary Care**

How will your program increase access to primary care and/or mental health services for rural and underserved communities, now and in the future?

## **Team-based Primary Care**

Describe how your proposed program incorporates team-based primary care.

## 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?

## Program Sustainability

Describe your plan for sustaining your new or expanded program after the grant period ends and ensuring that it continues to operate effectively and efficiently.

## 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. For clinical training activities, indicate the location(s) where training will take place. Your work plan should include evaluation and reporting activities.

## Section 5: Budget & Budget Narrative

Expansion proposals must include a three-year budget, not to exceed \$300,000. Planning proposals must include a one-year budget, not to exceed \$75,000. Provide a detailed justification of the estimated expenses to successfully meet the goals of the proposed project. The [Sample Budget Worksheet \(Excel\)](#) may be used to calculate your budget before entering the information into the online grants portal.

### 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.

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 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. Do not include any salaries in this line that are included in your indirect budget line.
- **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 x 25% 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 Services:** Include any contracted services directly related to the grant project. Examples include space rental, software, or a trainer or curriculum developer who is not an employee of the applicant organization.
- **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.
- **Scholarship/Student Support Services:** Include any scholarships or supports that will be provided to eligible students. Include the amounts of and justifications for any proposed student supports. Incentives such as grocery cards or other gift cards are not allowable expenses. Student travel expenses should be included in the **Travel** budget category. Students cannot receive travel reimbursement if also receiving a support stipend.
- **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 10% of total direct costs.

## Section 6: Required Attachments

### 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.

### **Federally Negotiated Indirect Cost Rate**

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

### **Due Diligence**

Please complete the Due Diligence Form on the [Grant Resources](#) website and attach 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.

### **Proof of Accreditation**

Provide documentation of current accreditation by the appropriate accrediting body or bodies as outlined in RFP section 1.4.

### **Optional: Letters of Support from Partner Organizations**

Applicants may provide letters of support from partner organizations indicating their commitment to collaborating with the applicant organization on the proposed project.

### **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 in the online application. See a copy of the form on the [Grant Resources](#) webpage.

## **RFP Part 5: Attachments**

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

## Attachment A: 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

<b>Evaluation Criteria</b>	<b>Score</b>	<b>Reviewer Comments: Strengths/Weaknesses</b>
Organization overview provides a clear picture of the organization.	/5	
Applicant has strong experience training health care professionals.	/5	
Data from existing or past clinical training programs indicate success.	/5	
<b>Total points for this section</b>	<b>/15</b>	

### PROJECT NARRATIVE AND WORK PLAN

<b>Evaluation Criteria</b>	<b>Score</b>	<b>Comments: Strengths/Weaknesses</b>
Application clearly articulates the need for project, including relevant data and information from employers, current and prospective trainees, and other stakeholders. Program seems likely to positively impact MN health professional workforce.	/10	
Proposed project is clearly described, including the clinical training program and how it will be established or expanded. For planning grants, planning steps are clearly described and seem necessary.	/10	

FY26 HEALTH PROFESSIONALS CLINICAL TRAINING EXPANSION GRANT PROGRAM

Project includes strong partnerships, as demonstrated by letters of support and past collaboration. Partners have clearly defined roles in project.	/10	
Complete information is provided for each clinical training site or planned site.	/5	
Grant-funded program will result in a meaningful increase in the number of trainees, during the grant period or (for planning grants) in the future.	/5	
Applicant describes a clear plan and effective strategies for recruiting and retaining trainees. Recruitment goals seem feasible based on enrollment data and other factors.	/5	
Project seems likely to advance health equity goals.	/5	
Program has a strong likelihood of increasing access to primary care and/or mental health services for rural and underserved communities, both now and in the future.	/5	
Program incorporates a strong model of team-based primary care.	/5	
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.	/5	
Applicant describes a sound plan for sustaining their program beyond the grant period and ensuring that it continues to operate effectively and efficiently.	/5	
Work plan is clear, detailed, and feasible and will achieve grant program outcomes.	/5	
<b>Total points for this section</b>	<b>/75</b>	

BUDGET NARRATIVE

Evaluation Criteria	Score	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	
<b>Total points for this section</b>	/10	
<b>Total Score</b>	/100	

## Attachment B: Sample Project Work Plan

Applicants will complete their Work Plan within the application and will have the option to add additional activities.

### FY2026 Health Professional Clinical Training Expansion Grant Work Plan

Grantee Organization:

Project Name:

Expansion Program (yes or no):

Planning Program (yes or no):

<b>Program Objectives</b> (As outlined in the application) <i>NOTE: If applying for a 3-year project, please include applicable year of the start and end dates for each Objective.</i>	<b>Staff Role and/or Agency Responsible</b> (Do not include staff names)	<b># of Proposed Students</b> (If applicable to Objective, indicate if these are new or current students)	<b>Location of Training</b> (If applicable to Objective, enter the county, city or town, facility where the training will occur)	<b>Start Date</b> (Proposed Objective start date)	<b>End Date</b> (Proposed Objective end date)

## Link References

- [Health Professionals Clinical Training Expansion Grant – ORHPC Grants and Funding \(https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#hpcteg\)](https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#hpcteg)
- [Minnesota Statutes Sec 144.1505 \(https://www.revisor.mn.gov/statutes/cite/144.1505\)](https://www.revisor.mn.gov/statutes/cite/144.1505)
- [MN Statutes Sec. 245I.04, subdivision 2 \(https://www.revisor.mn.gov/statutes/cite/245I.04\)](https://www.revisor.mn.gov/statutes/cite/245I.04)
- [Rural and Underserved Clinical Rotations Grant Program – ORHPC Grants and Funding \(https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#rucr\)](https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#rucr)
- [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)
- [Sec. 473.121 MN Statutes \(https://www.revisor.mn.gov/statutes/cite/473.121#stat.473.121.2\)](https://www.revisor.mn.gov/statutes/cite/473.121#stat.473.121.2)
- [HRSA Find Shortage Areas \(https://data.hrsa.gov/tools/shortage-area\)](https://data.hrsa.gov/tools/shortage-area)
- [MDH Grant Resources \(https://www.health.state.mn.us/about/grants/resources.html\)](https://www.health.state.mn.us/about/grants/resources.html)
- [Sec. 16B.97 MN Statutes \(https://www.revisor.mn.gov/statutes/cite/16B.97\)](https://www.revisor.mn.gov/statutes/cite/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)
- [Sec. 16B.98 MN Statutes \(https://www.revisor.mn.gov/statutes/cite/16B.98#stat.16B.98.8\)](https://www.revisor.mn.gov/statutes/cite/16B.98#stat.16B.98.8)
- [Ch. 363A MN Statutes \(https://www.revisor.mn.gov/statutes/cite/363A\)](https://www.revisor.mn.gov/statutes/cite/363A)
- [Sec. 363A.02 MN Statutes \(https://www.revisor.mn.gov/statutes/cite/363A.02\)](https://www.revisor.mn.gov/statutes/cite/363A.02)
- [Minnesota Department of Human Rights \(https://mn.gov/mdhr/\)](https://mn.gov/mdhr/)
- [MN Rules Part 5000.3550 \(https://www.revisor.mn.gov/rules/5000.3550/\)](https://www.revisor.mn.gov/rules/5000.3550/)
- [Grants Management Policies, Statutes, and Forms \(https://mn.gov/admin/government/grants/policies-statutes-forms/\)](https://mn.gov/admin/government/grants/policies-statutes-forms/)
- [Sec. 13.599 MN Statutes \(https://www.revisor.mn.gov/statutes/cite/13.599\)](https://www.revisor.mn.gov/statutes/cite/13.599)
- [Sec. 13.37 MN Statutes \(https://www.revisor.mn.gov/statutes/cite/13.37\)](https://www.revisor.mn.gov/statutes/cite/13.37)
- [Policy on Pre-Award Risk Assessment for Potential Grantees \(PDF\) \(https://mn.gov/admin/assets/Policy%2008-06%20Pre-Award%20Risk%20Assessment%20Effective%20Date%20January%2015%202024\\_tcm36-604382.pdf\)](https://mn.gov/admin/assets/Policy%2008-06%20Pre-Award%20Risk%20Assessment%20Effective%20Date%20January%2015%202024_tcm36-604382.pdf)
- [MDH 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>)
- [Sample Budget Worksheet \(Excel\)](https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/excel/samplebudget.xlsx)  
(<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/excel/samplebudget.xlsx>)
- [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>)
- [Grant Resources](https://www.health.state.mn.us/about/grants/resources.html) (<https://www.health.state.mn.us/about/grants/resources.html>)