



FY25 International Medical Graduate (IMG) Career Guidance and Support Program

GRANT REQUEST FOR PROPOSAL (RFP)

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07/22/2024

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RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** FY25 International Medical Graduate (IMG) Career Guidance and Support Program
- **Minnesota Department of Health (MDH) Program Website:**
<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#imgcg>
- **Application Deadline:** September 13, 2024

1.2 Program Description

International medical graduates (IMGs) have the potential to contribute significantly to Minnesota’s efforts to strengthen the health care workforce and expand access to care, support healthy communities, and provide culturally responsive care to our underserved populations. Yet IMGs face many barriers to becoming licensed and practicing medicine in Minnesota. Examples of these barriers include the financial burden of testing and residency application fees, challenges navigating requirements and gaining experience with the U.S. health care system, and the limited availability of residency positions.

To address these barriers and facilitate pathways for IMGs to integrate into the Minnesota health care workforce, the Minnesota Legislature allocated funding to create a set of IMG assistance programs administered by the Minnesota Department of Health (MDH) Office of Rural Health and Primary Care (ORHPC).

The IMG Career Guidance and Support program, authorized by Minnesota Statutes [Sec. 144.1911, subd. 4](#) and updated in the 2024 legislative session, awards grants to eligible nonprofit organizations and postsecondary educational institutions to provide career guidance and support services to immigrant IMGs seeking to enter the Minnesota health workforce.

1.3 Funding and Project Dates

Funding

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.

Funding	Estimate
Estimated Amount to Grant	\$400,000-500,000
Estimated Number of Awards	1-2
Estimated Award Maximum	\$400,000
Estimated Award Minimum	\$100,000

Match Requirement

There is no match requirement for this grant.

Project Dates

- RFP published: July 22, 2024
- Informational webinar: July 31, 2024
- Applications due: September 13, 2024
- Grant agreements begin (estimated): December 1, 2024
- Grant agreements end: November 30, 2026

1.4 Eligible Applicants

Eligible applicants are nonprofit organizations and postsecondary educational institutions that fulfill all of the following criteria:

- Are located in Minnesota.
- Are in good financial standing.
- Demonstrate strong experience and success in:
 - Working with immigrants and refugees
 - Working with IMGs
 - Providing health care (physician and non-physician) career guidance and support

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

Applicants are encouraged to submit proposals in collaboration with partner organizations. Applicants must demonstrate successful partnerships in their past work and incorporate partnerships into their proposed program.

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email to MN_health.IMG@state.mn.us.

All answers will be posted within 5 business days at

<https://www.health.state.mn.us/facilities/ruralhealth/funding/grants/index.html#imgcg>

Please submit questions no later than 4:30 p.m. Central Time on August 30, 2024.

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

An informational webinar will be held on Wednesday, July 31, 2024 at 1 p.m. Central Time. [Click here to join the meeting.](#) Materials from the meeting, including slides and questions and answers, will be posted by Wednesday August 7, 2024 at [ORHPC Grants and Funding - MN Dept. of Health.](#)

RFP Part 2: Program Details

2.1 Priorities

Health Equity Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [The Policy on Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

The goals of this grant program are:

- To provide career guidance and support services to immigrant IMGs seeking to enter the Minnesota health care workforce.
- To strengthen and diversify the Minnesota health care workforce, and ultimately to improve care for Minnesota communities, by facilitating pathways for IMGs to practice medicine and other health care professions.

This grant will serve:

- IMGs seeking to enter the Minnesota health care workforce.
- Health care employers seeking highly skilled, diverse employees.
- Minnesota communities.

Grantees will report to MDH on the following outcomes:

- Number and demographics (including countries of origin and languages spoken) of IMGs served in the Career Guidance and Support program.
- Partner entities and the services they provided to IMGs in the program.
- Number of IMGs who received individualized navigation and support services to support their entry into the Minnesota physician workforce.
- Number of IMGs who completed the requirements for Educational Commission for Foreign Medical Graduates (ECFMG) certification.
- Number of IMGs who applied to residency and number of times each IMG had applied to residency.
- Number of IMGs who were interviewed for residency.
- Number of IMGs who secured residency positions, along with information about their residency programs.
- Number of IMGs who participated in residency preparation / clinical experience programs (such as the University of Minnesota BRIIDGE program), along with information about those programs.
- Number of IMGs who pursued training for non-physician health care careers, broken down by specific career type.

- Number of IMGs who obtained non-physician health care positions, along with information about those positions.

Other Competitive Priorities

Please see **Attachment A: Application Evaluation Criteria** for details on how applications will be evaluated and scored.

2.2 Eligible Projects

Grant funding will be used to provide career guidance and support services to eligible immigrant IMGs. Eligible immigrant IMGs:

- Were born outside the U.S.
- Are physicians who received a basic medical degree or qualification from a medical school located outside the U.S. and Canada.
- Now reside permanently in the U.S. or entered the U.S. on a temporary status based on urgent humanitarian or significant public benefit reasons.
- Did not enter the U.S. on a J1 or similar nonimmigrant visa following acceptance into a U.S. medical residency or fellowship program.
- Seek to enter the Minnesota health care workforce.

The following activities are required components of the IMG Career Guidance and Support program. Grantees will be expected to provide:

- Educational and career navigation, including information on training and licensing requirements for physician and non-physician health care professions, and guidance in determining which pathway is best suited for an individual IMG based on their skills, experience, resources, and interests.
- Support for IMGs in becoming certified by the Educational Commission for Foreign Medical Graduates (ECFMG), including help with preparation for required licensing examinations and financial assistance for fees.
- Connections to partners and resources, and financial assistance, for IMGs to support:
 - Increasing knowledge of and familiarity with the U.S. health care system. This may include clinical experience programs and observerships, for example.
 - Becoming proficient in the use of information technology, including electronic health record technology.
 - Becoming proficient in medical English.
 - Support for other foundational skills to improve IMGs' health care career prospects.
- Guidance and coaching related to preparing applications, preparing for interviews, and navigating the application process for medical residency, other health care training opportunities, and health care jobs.
- Referrals to partners and resources to address a range of needs, such as mental health and other health care services, housing support, and childcare.

- Connections between program participants and practicing or retired physicians for mentorship opportunities.
- Networking and peer support opportunities for current and past program participants and other Minnesota IMGs.
- Clearly defined program processes and policies, developed in consultation with MDH as appropriate. For example, based on the program budget, the number of program participants, and typical eligible costs incurred by participants, grantees will set a maximum amount of per-participant financial assistance in consultation with MDH.

If more than one grantee is selected, grantees will be expected to work closely together, coordinating their efforts and sharing resources.

Grantees will participate in the MDH IMG Advisory Group, which currently meets twice per year and offers a forum for networking and sharing information and ideas on integrating IMGs into the Minnesota health care workforce.

Grantees are also expected to connect with residency programs and other key partners to increase awareness of IMG qualifications and the pool of IMGs seeking to enter the Minnesota health care workforce.

Eligible Expenses

Eligible expenses include but are not limited to:

- Program staff salary and fringe.
- Contracted services from partner entities providing training and other educational and career resources to IMG program participants.
- Financial assistance to IMG program participants, on a reimbursement basis, for expenses such as:
 - United States Medical Licensing Examination (USMLE) fees.
 - Other fees related to obtaining ECFMG certification.
 - Costs associated with clinical experience programs in Minnesota (programs outside Minnesota will be considered if no in-state option is available; MDH must give prior written approval).
 - Applications to medical residency programs.
 - Costs associated with training to become a physician assistant, advanced practice registered nurse, or other non-physician licensed health care provider. Grantees will set parameters for supporting these costs in consultation with MDH.
- Professional development and travel costs for program staff will be considered on a case-by-case basis; these expenses require prior written approval from MDH.

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Solicitating 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. The grantee is expected to read the grant agreement, sign, and comply with all conditions of the grant agreement. Grantee should provide a copy of the grant agreement to all grantee staff working on the grant.

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 the [MDH Grant Resources webpage](#). Applicants should be aware of the terms and conditions of the standard grant agreement in preparing their applications. Much of the language reflected in the sample agreement is required by statute. If an applicant takes exception to any of the terms, conditions or language in the sample grant agreement, the applicant must indicate those exceptions, in writing, in their application in response to this RFP. Certain exceptions may result in an application being disqualified from further review and evaluation. Only those exceptions indicated in an application will be available for discussion or negotiation.

The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Accountability and Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit interim written progress reports until all grant funds have been expended and all 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

Grant Monitoring

[Minn. Stat. § 16B.97](#) and [Policy on Grant Monitoring](#) require the following:

- One monitoring visit during the grant period on all state grants over \$50,000.

- Annual monitoring visits during the grant period on all grants over \$250,000.
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants over \$50,000.

Technical Assistance

MDH is available to provide technical assistance for grantees. MDH will provide forms and templates for invoices and progress reports. 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 MN_health.IMG@state.mn.us.

Grant Payments

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

The invoicing and payment schedule will be 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

2.4 Grant Provisions

Contracting and Bidding Requirements

(a) Municipalities A grantee that is a municipality, defined as a county, town, city, school district or other municipal corporation or political subdivision of the state authorized by law to enter into contracts is subject to the contracting requirements set forth under [Minn. Stat. § 471.345](#). Projects that involve construction work are subject to the applicable prevailing wage laws, including those under [Minn. Stat. § 177.41](#), et. seq.

(b) Non-municipalities Grantees that are not municipalities must adhere to the following standards in the event that duties assigned to the Grantee are to be subcontracted out to a third party:

- i. Any services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process consistent with the standards set forth under Minnesota Statutes 16B.

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- ii. Services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- iii. Services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- iv. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - Minnesota Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List ([Equity in Procurement \(TG/ED/VO\) Directory / Minnesota Office of State Procurement \(mn.gov\)](#));
 - Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program (<https://mnucp.metc.state.mn.us/>) or
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program (<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development-9>).
- v. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- vi. The grantee must maintain support documentation of the purchasing or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- vii. Notwithstanding (i) - (iv) above, State may waive bidding process requirements when:
 - Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant or
 - There is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- viii. Projects that include construction work of \$25,000 or more, are subject to applicable prevailing wage laws, including those under Minnesota Statutes 177.41 through 177.44.
- ix. Grantee must not contract with vendors who are suspended or debarred in Minnesota: The list of debarred vendors is available at: <https://mn.gov/admin/osp/government/suspended-debarred/>.

Conflicts of Interest

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

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

Organizational conflicts of interest occur when:

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

Individual conflicts of interest occur when:

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

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

Public Data and Trade Secret Materials

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

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

After MDH has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in [Minn. Stat. § 13.37](#), subd. 1(b). A statement by an applicant that the application is copyrighted or otherwise

protected does not prevent public access to the application or its contents. ([Minn. Stat. § 13.599](#), subd. 3(a)).

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

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

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

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

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

Audits

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

Affirmative Action and Non-Discrimination Requirements for all Grantees

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to

public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. [Minn. Stat. § 363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

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

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

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.

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. 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 applicant 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 according to which applications will be reviewed and scored 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](#).

Notification

MDH anticipates notifying all applicants via email of funding decisions by early November 2024.

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 September 13, 2024.

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 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 us promptly at MN_health.IMG@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 [Online Grants Portal](#).

- Existing users: If your organization has had a grant with ORHPC and you have a user account, please enter your credentials and log in. If you forgot your password, please use the “Forgot your Password?” link to reset your password.
- If you think that 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 MN_health.IMG@state.mn.us to receive a username and password for the existing account.
- New users: If your organization does not already have a profile in the system, you will need to create an account. Please click on “Create New Account” to complete the registration process and create your login credentials.
- To add collaborators, such as a fiscal officer, to the application, follow the instructions provided in the ORHPC Grantee Guide.
- Once in the system, click on the “Apply” link located on the upper tool bar on the home page. You will be redirected to a list of open applications in the system; select the appropriate program and click “Apply.”

If you have any questions, please contact us at MN_health.IMG@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 Type

Indicate what type of organization the applicant entity is: Nonprofit Organization, Postsecondary Educational Institution.

Organization Overview

Provide a brief overview of your organization's history, location(s), and service area(s). Describe your organization's staffing and administrative structure. Indicate the number and type of employees at your organization. Provide summary demographic information for your employees. Describe the clients served, including summary demographics. Describe any unique characteristics or circumstances pertaining to your organization.

Experience Working with Immigrants and Refugees

Describe your organization's experience and success in working with immigrants and refugees. How many years have you worked with immigrants and refugees? How many immigrant and refugee clients have you served over the past 5 years? Provide a demographic summary of your immigrant and refugee clients from the past 5 years, including countries of origin. Provide summary data on the outcomes of your work with immigrants and refugees: how have you measured and demonstrated success?

Experience Working with IMGs

Describe your organization's experience and success in working with IMGs. How many years have you worked with IMGs? How many IMG clients have you served over the past 5 years? Provide a demographic summary of your IMG clients from the past 5 years, including countries of origin. Provide summary data on the outcomes of your work with IMGs: how many have received ECFMG certification? How many have been placed in residency preparation programs? How many have obtained interviews for residency positions? How many have secured residency positions? What other outcomes demonstrate your success in working with IMGs?

Experience Providing Health Care Career Guidance

Describe your organization's experience and success in providing health care (physician and non-physician) career guidance and support. How many years have you provided health care career guidance and support? How many clients have you served in this capacity over the past 5 years? Provide summary data on the outcomes of your health care career guidance and support: how many clients have been placed into training programs? How many have secured jobs? What other outcomes demonstrate your success in providing health care career guidance and support?

Section 4. Project Narrative

Challenges Facing IMGs

What are the barriers to practicing medicine in Minnesota for the IMG clients your organization serves, and what resources and supports does your organization provide to overcome those barriers?

Pathways to MN Practice

Describe how your organization supports IMGs with licensing exam preparation, preparing clinical preparation and residency program applications, preparing for interviews, and other steps toward becoming eligible to practice medicine in Minnesota.

Alternative Career Guidance

Most Minnesota IMGs seek to practice medicine here. Discuss your organization's approach to counseling IMGs who have a lower likelihood of succeeding in that goal. How do you help them optimize their chances of success? How do you assist them in exploring alternative health care careers that will make the most use of their training and skills?

Program Partnerships

Please list entities with which your program partners to provide a range of educational and career resources, as well as other supports, to IMG participants. Briefly describe the services these partner entities provide. Examples: clinical experience, training on electronic health record software, training to become proficient in medical English, mental health and other health care services, housing support, and childcare.

Mentorship and Networking

Describe the opportunities your organization facilitates for IMG participants to be mentored by practicing IMG and non-IMG physicians. Describe the networking opportunities your organization facilitates for current and past program participants and other Minnesota IMGs to connect with each other and key partners such as residency program directors and clinic and hospital administrators. In your response, include existing and planned mentorship and networking opportunities.

Advocacy for IMGs

How will your organization work with Minnesota residency programs and other partners to increase awareness of IMG training and qualifications and the pool of IMGs seeking to enter the workforce, and increase receptiveness to accepting IMGs into residency and other opportunities?

Recruitment

Describe how your organization will recruit IMGs to participate in your program. How many IMGs do you anticipate serving during the grant period?

Program Evaluation

Describe how you will collect and report the data on project outcomes required by MDH (see section 2.1 of the RFP). Describe any other measures you will use to evaluate your program. How will you make changes based on evaluation results?

Section 5: Work Plan

Work Plan

List key project activities. For each activity, indicate the title/position of each person who will be involved, a brief description of the activity, the expected outcomes, and the expected timeline. Your work plan should include collecting and reporting the data required for this program.

Section 6: Budget & Budget Narrative

Provide a detailed justification of the estimated expenses to successfully meet the goals of the proposed project.

Budget Line Item

Provide the amount of grant funds requested 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.
- **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 expenses necessary to complete the grant project.
- **Supplies:** This category includes supplies needed specifically for the grant project.
- **Contracted Services:** Include any contracted services directly related to the grant project.

- **Equipment:** This category includes equipment necessary to complete the grant project. Equipment has a value of \$5,000 or more per item. Items below \$5,000 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.
- **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 7: 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](#) and attach to the online application form.

Section 8: 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 [MDH Grant Resources webpage](#).

RFP Part 5: Attachments

- Attachment A: Application Evaluation Criteria

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 that applications address the criteria evaluators will use to score applications.

Note that some responses are used both to assess applicant eligibility and, if the applicant is eligible, also to evaluate the strength of the application.

ASSESSMENT OF APPLICANT ELIGIBILITY

Eligibility Criteria	Yes/No	Comments
Applicant is a nonprofit organization or postsecondary educational institution.		
Applicant is located in Minnesota.		
Applicant financial documentation shows good financial standing.		
Applicant demonstrates strong experience and success in working with immigrants and refugees: years of experience, number of immigrant and refugee clients, demographics of immigrant and refugee clients (number of countries of origin), outcomes.		
Applicant demonstrates strong experience and success in working with IMGs: years of experience, number of IMG clients, demographics of IMG clients (number of countries of origin), outcomes (ECFMG certification, residency preparation program placement, residency interviews and positions).		
Applicant demonstrates strong experience and success in providing health care (physician and non-physician) career guidance and support: years of experience, number of clients, outcomes (training program placement, job placement).		
Determination of applicant eligibility	Yes/No	

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ORGANIZATION BACKGROUND AND CAPACITY

Evaluation Criteria	Score	Reviewer Comments: Strengths/Weaknesses
Application presents a clear, detailed description of the organization and its IMG clients.	/5	
Applicant demonstrates strong experience and success in working with immigrants and refugees: years of experience, number of immigrant and refugee clients, demographics of immigrant and refugee clients (number of countries of origin), outcomes.	/5	
Applicant demonstrates strong experience and success in working with IMGs: years of experience, number of IMG clients, demographics of IMG clients (number of countries of origin), outcomes (ECFMG certification, residency preparation program placement, residency interviews and positions).	/10	
Applicant demonstrates strong experience and success in providing health care (physician and non-physician) career guidance and support: years of experience, number of clients, outcomes (training program placement, job placement).	/10	
Total points for this section	/30	

PROJECT NARRATIVE AND WORK PLAN

Evaluation Criteria	Score	Comments: Strengths/Weaknesses
Applicant demonstrates an understanding of barriers to practice for IMGs and offers effective resources and supports to overcome those barriers.	/5	
Applicant describes effective ways of supporting IMGs as they prepare for exams, applications, and interviews on the pathway to practicing medicine in MN.	/10	

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Applicant describes a thoughtful, effective approach to helping IMGs optimize their chances of practicing medicine in MN and counseling them to explore non-physician health care careers.	/10	
Applicant partners successfully with varied entities to provide a range of educational and career resources, as well as other supports, to IMGs.	/10	
Applicant facilitates meaningful mentorship and networking opportunities with peer IMGs, practicing IMG and non-IMG physicians, and other key partners.	/5	
Applicant demonstrates an understanding of advocacy and presents sound plans to increase awareness and receptiveness among residency programs and other partners.	/5	
Applicant describes promising recruitment plans and demonstrates the capacity to serve many IMGs effectively.	/5	
Applicant demonstrates ability to collect and report data on project outcomes as required by MDH, proposes other meaningful measures, and shows readiness to adapt program based on evaluation results.	/5	
Work plan is clear and feasible and will advance program goals.	/5	
Total points for this section	/60	

BUDGET NARRATIVE

Evaluation Criteria	Score	Comments: Strengths/Weaknesses
Budget and narrative are clear, with enough detail to understand why each cost is included.	/5	

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Proposed expenses seem reasonable and align with the goals and requirements of this program.	/5	
Total points for this section	/10	
Total Score	/100	