

# **REQUEST FOR PROPOSALS**

## **Indiana Graduate Medical Education Program Development Grants (3<sup>rd</sup> RFP)**

## **1 OVERVIEW OF FUNDING OPPORTUNITY**

### **1.1 PROGRAM TITLE**

Medical Residency Education Fund

### **1.2 SYNOPSIS OF PROGRAM**

In 2015, Representative Brown T authored House Bill 1323, intended to expand graduate medical education (GME) in Indiana. In May 2015, the Indiana General Assembly passed House Enrolled Act 1323 (see: <https://iga.in.gov/legislative/2015/bills/house/1323#document-081d1771>), making it public law. The Medical Residency Education Fund is available to support the creation and maintenance of new residency positions at existing and new GME programs. A ten-member Graduate Medical Education Board was created to develop a plan to utilize this funding for the most effective expansion of graduate medical education in Indiana.

NOTE PREPARED: May 1, 2015  
BILL AMENDED: Apr 29, 2015  
FIRST AUTHOR: Rep. Brown T  
BILL STATUS: Enrolled  
FIRST SPONSOR: Sen. Patricia Miller

### **1.3 POINT OF CONTACT**

Indiana Commission for Higher Education  
101 West Ohio Street, Suite 300  
Indianapolis, IN 46204  
[ejohnson@che.in.gov](mailto:ejohnson@che.in.gov)  
[finance@che.in.gov](mailto:finance@che.in.gov)

## **2 AWARD SUMMARY**

### **2.1 AVAILABLE FUNDING**

The Medical Residency Education Fund is funded from a General Revenue appropriation, which will provide grant awards (“Grant”) to support the development of new residency programs.

#### **FISCAL IMPACT STATEMENT**

State Expenditures - Total state expenditures for the Program Development

Grants are estimated to be \$2,000,000.

## **2.2 AWARD AMOUNTS AND NUMBER OF SUBMISSIONS**

### **2.2.1 Award per New Residency Program Development Project.**

Maximum award amount is \$500,000, awarded in two annual distributions of \$250,000 each, for the development of each new residency program in primary care or select shortage specialties. Applicants must have hired or be committed to hiring a Program Director, and appropriate verification of such commitment will be required.

### **2.2.2 Maximum Number of Awards.**

The maximum number of Program Development awards is contingent upon the amount of appropriation available.

### **2.2.3 Maximum Number Submissions.**

An eligible Applicant may request awards for multiple qualified residency programs.

### **2.2.4 Prioritization of Award Selection.**

The following criteria for award selection will be applied:

It is mandatory that residency programs use the funding to increase the number of residents in programs that prepare physicians for entry into the following specialties:

- Family Medicine
- Outpatient Community-Based Pediatrics
- OB/GYN
- Psychiatry
- Emergency Medicine
- General Surgery
- Outpatient Community-Based Internal Medicine

Priority will also be given to:

- Development of residency programs that train and expose residents in rural and/or underserved regions of the state.
- Development of residency programs that are collaborative in nature, such as programs that are developed through a consortium approach.
- Development of residency programs that include the involvement of an FQHC or AHEC organization.

The Indiana Graduate Medical Education Board will use the following rubric to evaluate applicants:

<b>Evaluation Criteria</b>	<b>Possible Points</b>	<b>Applicant Score</b>
Residency program development in underserved area of Indiana	45	
Residency program development in rural area of Indiana	25	
Residency program development involving a collaborative approach such as a consortium	15	
Residency program development involving an FQHC	10	
Residency program development planning involving an AHEC	5	
<b>Total Points</b>	<b>100</b>	

### **2.3 COST SHARING OR MATCHING REQUIREMENTS**

Applicants must agree to provide matching funds or in-kind resources to support the development of new residency programs equal to at least 25% of the funding proved through the grant.

### **2.4 GRANT LENGTH**

The Grant is two years in duration, beginning at the time when the funds are awarded. Half of the funding (up to \$250,000) will be provided at the beginning of the first year, and half of the funding (up to \$250,000) will be provided at the beginning of the second year.

### **2.5 PROPOSAL DEADLINE**

March 31, 2018

### **2.6 NOTIFICATION OF AWARD SELECTION**

Applicants selected to receive Program Development Grants will be notified by no later than 10 state business days following the Board meeting in which the proposal was reviewed.

### 3 PROGRAM PURPOSE

The purpose of the grant program is to support an increase in the number Residency Programs in the state.

This Request for Proposals (RFP) relates to Applications from organizations intending to develop a new residency program(s) to train physicians to practice primary care or other select shortage specialties in Indiana.

Additional information is provided in Section 4, Eligibility Information.

### 4 ELIGIBILITY INFORMATION

Entities in the following categories and located in the State of Indiana are eligible to apply for funding under the Program Development Grant Program:

- (a) a hospital; or
- (b) a medical school; or
- (c) a community-based, ambulatory patient care center, which includes one or more of the following:
  - a federally qualified health center,
  - a community mental health center,
  - a rural health clinic,
  - a teaching health center, or
  - a partnership or consortium among one or more entities listed in (a) through (c)

The Applicant (i.e., hospital, medical school, federally qualified health center, community mental health center, rural health clinic, teaching health center, or consortium) applying for this grant is required to document that the funds are used only for programmatic needs related to the residency program. (Please Refer to Section 8: Use of Award Funds)

### 5 INQUIRIES

All inquiries shall be directed to the Point of Contact per RFP Section 1.3.

Any information deemed by the Indiana Graduate Medical Education Board to be important and of general interest or which modifies requirements of the RFP shall be sent in the form of an addendum to the RFP to all Applicants that have submitted an Application. All Applicants must acknowledge receipt of all addenda, if any, to this RFP by an email to Eugene Johnson ([ejohnson@che.in.gov](mailto:ejohnson@che.in.gov)) and [finance@che.in.gov](mailto:finance@che.in.gov).

## **6 APPLICATION SUBMISSION GUIDELINES**

Each Applicant has the option to submit their completed formal response, including the required attachments, electronically to Eugene Johnson ([ejohnson@che.in.gov](mailto:ejohnson@che.in.gov)) and [finance@che.in.gov](mailto:finance@che.in.gov) or mail a hard copy to the following address:

Indiana Commission for Higher Education  
101 West Ohio Street, Suite 300  
Indianapolis, IN 46204

### **6.1 SUBMISSION DEADLINE**

Each Applicant must submit their completed formal response, including the required attachments, on or before March 31, 2018 for 2018 funding.

### **6.2 FORMS REQUIRED FOR SUBMISSION**

A formal response to the requirements of the RFP is the grant RFP.

### **6.3 SUBMISSION INSTRUCTIONS**

If Applicant is submitting their formal response electronically, including any required attachments, it must be sent to the following email addresses: [ejohnson@che.in.gov](mailto:ejohnson@che.in.gov) and [finance@che.in.gov](mailto:finance@che.in.gov).

The email subject line should contain “New Residency Program Development 2018” and the Applicant’s name.

Applicant is solely responsible for ensuring that Applicant’s complete electronic response is sent to and received by the Indiana Commission for Higher Education in a timely manner. Applicant should retain proof of timely submission.

The Indiana Commission for Higher Education will email confirmation of response to Applicant within three state

business days of receipt by the Indiana Commission for Higher Education. Applicant must consider a response not received by the Indiana Commission for Higher Education until Applicant has received an email confirmation from the Indiana Commission for Higher Education. If Applicant has not received such confirmation from the Indiana Commission for Higher Education within three state business days of submission, contact the Point of Contact. Applicant will be requested to provide proof of timely submission.

## **7 GENERAL APPLICANT INFORMATION**

A formal response to the requirements of the RFP is the grant Proposal and must include the elements described in Subsections 7.1 through 7.11 of this RFP. The Indiana Commission for Higher Education will provide the Certification Page (see Section 7.11). In completing the Proposal, it is important to provide sufficient information to allow reviewers to clearly evaluate the Proposal based on the selection criteria described in Sections 9.2.1 and 9.2.2 of this RFP.

### **7.1 GENERAL APPLICANT AND PARTNER INFORMATION**

Provide general information on the Applicant, and partner(s), if any, including:

- Name of Applicant Organization. This is the entity that will serve as the fiscal agent for the project.
- Applicant Category (Hospital, Medical School, Community-based Ambulatory Patient Care Center, or Partnership or Consortium among eligible entities).
- Location of Applicant.
- Applicant Contact Information.
- Project Director Information, if available.
- Project Partner Information, if applicable.

### **7.2 PROJECT SUMMARY**

The summary should highlight key points of the Application, including the defined goals and objectives and a brief rationale for selected strategies to achieve the goals and objectives

### **7.3 DESCRIPTION OF APPLICANT AND PARTNERS**

Description of Applicant and Partners should include:

- Description of Applicant and partners expected to participate in the planning and development process.
- For Applicant and each partner, expected roles and contribution to the planning and development process.
- Description of Applicant's and partners' sites that would be used for training residents. Include description of services offered, annual patient volume metrics, such as patients served/admitted and patient visits, as appropriate to the facility type.
- Description of the learning opportunities available for GME.
- For Applicants that are not educational institutions, information relating to Applicant's educational culture. This might include education of other health professionals that takes place at the facility, such as nursing education, and level of support expected from medical staff.
- Information relating to other environmental conditions in the organization that could be conducive to the planning, development, and operation of a GME program.
- Additional information deemed by the Applicant to be pertinent to Applicant's suitability as a GME teaching site.
- Commitment of the Applicant and partners to GME.

#### **7.4 ASSESSMENT OF NEED FOR A GME PROGRAM**

In the assessment of need for a GME program, Applicant should discuss at least the items listed below:

- Characteristics of Applicant's community, service area, and region.
- Community impacts, societal and economic of the establishment of a new GME program in the community.
- Availability of medical providers willing to actively teach in the Applicant's service area.
- Challenges Applicant is facing in recruiting physicians, if any.
- Other topics that Applicant considered in the assessment of need for a GME program.

#### **7.5 PROJECT DESCRIPTION**

The Project Description should detail specific goals of the project, the strategies and activities identified to accomplish the goals, and the process and metrics for measuring progress toward and attainment of the goals. Applicant must include at least the following goals:

- Leadership commitment to the project from within Applicant's

organization.

- Community commitment, such as from government and business leaders in the community.
- Identification of the Applicant's and partners' sites that will provide educational experiences or educational assignments/rotations for residents.
- Identification of Sponsoring Institutional Partner.
- Identification of an individual designated as Project Director, who will guide the project.
- Identification and hiring of qualified, professional internal or external expertise in GME planning and funding.
- Joint planning between Applicant and partner(s) to identify and address various issues: Mission/Vision, Leadership, Financial, Legal, Program Development and Education/Curriculum.

## **7.6 PROJECT ACTION PLAN AND TIMELINE**

The Project Action Plan and Timeline should include the strategies and activities that support the achievement of the goals identified in Subsection 7.5. Generally, each goal would be supported by more than one strategy and/or activity. If the Applicant is selected for an Award, it is expected that the Project Action Plan and Timeline will be more fully developed and expanded over the course of the grant funding period.

## **7.7 PROJECT EVALUATION**

Applicants must provide an evaluation plan that is aligned with project goals and includes outcomes and appropriate measures for assessment of those goals. The evaluation plan should allow for qualitative and quantitative progress toward the identified goals. After the end of the funding period, the Indiana Graduate Medical Education Board may conduct an evaluation to assess the statewide effectiveness of the Program Development Grant program across all participating sites. Applicants must also participate in such evaluation.

## **7.8 BUDGET**

A separate budget must be submitted for each partner that will participate in the project funded by Program Development Grant funding. The budget must include a reasonable estimate of funds expenditures over the Grant Period. The budget must include amounts and justification of allowable funds expenditures (as further discussed in Section 8). The Indiana Graduate Medical Education Board shall negotiate a final budget with each Awarded Applicant.

The budget must indicate how applicants intend to provide matching funds or in-kind resources equal to at least 25% of the funding provided.

#### **7.9 ADDITIONAL DOCUMENTATION REQUIRED**

Provide documentation as evidence of commitment of Applicant's Leadership to the Project and to the hiring of a Program Director for the residency program, or evidence that a Program Director has been hired. Such documentation should be in the form of Letters of Commitment from Applicant's senior management and, if applicable, from leadership of Applicant's educational and community partners.

#### **7.10 FINANCIAL VIABILITY**

Provide a financial statement (i.e., a summary of an income statement and or balance sheet) for the Applicant for the previous three fiscal years. This may be in the form of Applicant's most recent audited financial reports. Public institutions are exempt from this requirement.

#### **7.11 CERTIFICATION OF THE APPLICATION INFORMATION**

The Application must be certified by an individual who is legally authorized to submit the Application on behalf of the Applicant. Completion and submission of the Application Certification Page fulfills this requirement.

### **8 USE OF AWARD FUNDS**

#### **8.1 ALLOWABLE COSTS**

Funds awarded under the Program Development Grant must be spent only on activities directly related to the Program Development Grant project. All reasonable costs in the budget categories below are allowable:

- Personnel Compensation: Compensation would generally encompass a portion of salaries, wages, and benefits of personnel, including, but not limited to, Project Director, and Residency Program Director.
- Travel: Travel expenses must be consistent with State of Indiana guidelines.
- Equipment and Supplies: Funds expended on Equipment and Supplies must not exceed 5% of total project budget.

- Fees to External Consultants: Consulting assistance would generally include, but not be limited to, activities such as strategy development, financial modeling, GME funding source analysis, affiliation agreements, and faculty identification/engagement.
- Other Direct Costs: Approval of expenditures for Other Direct Costs is at the discretion of the Indiana Graduate Medical Education Board. These costs must be specifically identified and justified in the Application budget or must be subsequently approved by the Indiana Graduate Medical Education Board via a Budget Change Request.

Salaries/stipends and benefits that are calculated at a higher pay rate than that which an individual (or similar position) normally receives are not allowed.

## **8.2 BUDGET CHANGES**

Over the life of the grant, no more than a total of \$10,000 may be transferred across the allowable budget categories listed in Subsection 8.1 without prior Indiana Graduate Medical Education Board approval.

## **9 SELECTION FOR FUNDING**

### **9.1 APPLICATION SCREENING**

The Indiana Graduate Medical Education Board will review Applications to determine if they adhere to the Grant program requirements and the funding priorities contained in the RFP. An Application must meet the requirements of the RFP and be submitted with proper authorization before or on the day specified by in the RFP to qualify for further consideration.

### **9.2 SELECTION OF APPLICANTS FOR AWARDS**

**9.2.1 Evaluation.** The Indiana Graduate Medical Education Board shall evaluate Applications based upon the selection criteria below.

- (a) The defined goals, strategies, and activities are appropriate and reasonably achievable within the grant period.
- (b) Planned resources are adequate and their allocation is sufficient to achieve project goals and objectives.
- (c) Applicant's and partners' sites offer sufficient learning opportunities for resident training.
- (d) There is evidence to indicate that leadership and health professions staff

of Applicant are supportive of the establishment of a GME program and stand ready to participate in the creation of a GME learning environment.

- (e) Applicant's Project Plan indicates the intent to fully implement the actions necessary in establishing a GME program.

**9.2.2 Priority for Funding.** Priority will be given to Applicants that provide the following:

- (a) Letters of commitment to the project from leadership at Applicant's organization and the partners in the planning process, and if appropriate, community leaders.
- (b) Evidence of matching funds for the project.
- (c) Evidence that residency program(s) will increase the number of residents in programs that prepare physicians for entry into the specialties identified in Section 2.2.4 of this RFP.
- (d) Evidence that the residency program(s) will meet the additional criteria identified in Section 2.2.4 of this RFP.
- (e) Evidence that Applicant will progress quickly in the planning process.

The items listed above are not intended to be in order of importance.

**9.3 RECOMMENDATION FOR FUNDING**

The Indiana Graduate Medical Education Board shall make a recommendation of selected Applicants to be funded to the Commission for Higher Education. The Commissioner shall make the final funding decision and submit it to the Indiana Graduate Medical Education Board for their final approval.

**10 DISTRIBUTION OF AWARD FUNDS**

**10.1 ISSUANCE OF GRANT AWARD**

Following the announcement of awards and any negotiations between the Indiana Graduate Medical Education Board and each Awarded Applicant, the Awarded Applicants will receive an electronic notice of the Grant Award.

**10.2 FUNDS DISTRIBUTION**

- Grants are funded through state general appropriations. Awardees shall receive payments through the Indiana Commission for Higher Education.
- The Indiana Commission for Higher Education is not bound by any award

estimates in the Request for Application (RFP). Funding may be reduced or terminated if funds allocated for either of the two years of this program should become reduced, depleted, or unavailable during the Contract Term.

- After making a finding that an awarded applicant has failed to perform or failed to conform to Grant Conditions, The Indiana Commission for Higher Education may retract or reduce the Grant Amount for the Awarded Applicant.

### **10.3 LAST DAY OF EXPENDITURES**

- Grant Award funding must be expended by June 30, 2019.
- No-Cost Extension of Grant Period. At the discretion of the Indiana Graduate Medical Education Board, a one-time, no-cost extension of the Grant Period may be granted if the Applicant is in good standing with all reporting requirements.

### **10.4 RETURN OF UNEXPENDED FUNDS**

Awarded Applicants shall return any unexpended funds at the end of the Grant Period.

## **11 REPORTING REQUIREMENTS**

The Project Director of the Grant must electronically submit the reports listed in Sections 11.1 – 11.3 below.

### **11.1 PROJECT PROGRESS REPORTS**

Upon execution of a Grant Award Agreement, Project Progress Reports are due on June 30 and December 31 of each year the grant is active and will generally include, but may not be limited to:

- (a) Status report on the development of GME program(s).
- (b) Timeline of Goals/Objectives and Supporting Activities. The timeline submitted with the Applicant's Proposal shall be supplemented and updated for each progress report.
- (c) Expenditure report to detail actual expenditures by budget cost category and amount through the date of report submission. The report must also

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document the unexpended balance of Grant funds as of the date of submission. The expenditure report must be certified by the Applicant's authorized representative.

## **11.2 PROJECT FINAL REPORT**

A Project Final Report will be required to be submitted to the Indiana Commission for Higher Education electronically by August 31st in the academic year after the end of the Grant Period. The report will provide a summary of progress to date, including a description of the project and its results as measured by the Project Evaluation Plan (including but not limited to, the evaluation metrics of goals and objectives provided in the grant RFP).

## **11.3 FINAL FINANCIAL REPORT**

No later than August 31<sup>st</sup> in the academic year after the end of the Grant Period, a Final Financial Report shall be submitted electronically to the Indiana Commission for Higher Education in a format specified by the Indiana Graduate Medical Education Board. The Final Financial Report must detail the actual expenditures for the Grant Term by purpose and amount. The report must also document the unexpended balance of Grants program funds as of July 31<sup>st</sup>. The Final Financial Report must include a statement certifying expenditures and unexpended balance signed by the authorized representative of Awarded Applicant. An Auditor's Report may be requested if deemed necessary by the Indiana Commission for Higher Education.

## **11.4 DELINQUENT REPORTS**

Awarded Applicants with any required reports deemed to be delinquent may be required to return unexpended funds.

