

REQUEST FOR PROPOSALS

Indiana Graduate Medical Education Program Development Grants (7th RFP)

1 OVERVIEW OF FUNDING OPPORTUNITY

1.1 PROGRAM TITLE

Graduate Medical Education Residency Program Development

1.2 SYNOPSIS OF PROGRAM

In 2015, the Indiana General Assembly passed House Enrolled Act 1323, Pub. L. 190- 2015, adding Ind. Code Chpt. 21-13-6.5 and Ind. Code Chpt. 21-44-7 to the Indiana Code, establishing the Medical Residency Education Fund and the Graduate Medical Education Board and Fund. The Medical Residency Education Fund is available to support the creation and maintenance of new residency positions at existing and new Graduate Medical Education 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.

1.3 POINT OF CONTACT

Indiana Commission for Higher Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204
GMEB@che.in.gov
Finance@che.in.gov

2 AWARD SUMMARY

2.1 AVAILABLE FUNDING

The Indiana General Assembly appropriated \$14 million across the 25-27 biennium to the Graduate Medical Education Board to fund medical residency training positions that are over the CMS federal cap and not eligible for CMS funding.

2.2 AWARD AMOUNTS AND NUMBER OF SUBMISSIONS

2.2.1 Award per New Residency Program Development Project.

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

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

2.2.4 Prioritization of Award Selection.

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 expose residents to 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, or engage multiple health systems/hospitals, Federally Qualified Health Centers (FQHC), Critical Access Hospitals, Behavioral Health Providers, etc.
 - Development of residency programs that produce graduates who practice in rural and/or underserved areas of Indiana.
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The Indiana Graduate Medical Education Board will use the following rubric to evaluate applicants:

Program Development (\$250K/yr=Max \$500K)			
Evaluation Criteria	Possible Points	Applicant Score	Notes
Residency Program development in underserved areas of Indiana (County Rankings based on healthcare outcomes). Robert Wood Johnson Foundation Data.	20	0	
Rank 1-23	5 points	0	
Rank 24-46	10 points	0	
Rank 47-69	15 points	0	
Rank 70-92	20 points	0	
Residency Program development in rural areas of Indiana (based on Population: PCP ratio) - Robert Wood Johnson Foundation Data.	25	0	
<1,500: 1	10 points	0	
1,500-2,000: 1	15 points	0	
2,000-3,500: 1	20 points	0	
>3,500: 1	25 points	0	
Residency program development involving a collaborative approach such as a consortium, Federally Qualified Health Center (FQHC), Hospital Systems, Critical Access Hospital, Behavioral Health Provider, other) 1: 5 Points 2: 10 Points 3+: 15 Points	15	0	
Critical Access		0	
FQHC		0	
Behavioral Health Provider		0	
Other (Name and Description of Collaborator): _____		0	
Strength/Completeness of Application	20	0	
Faculty Development Plan	Strength/Completeness of Component: 0. Missing 1. Disagree 2. Neutral 3. Agree 4. Strongly Agree	0	
Letter from Medical Staff Leadership	Strength/Completeness of Component: 0. Missing 1. Disagree 2. Neutral 3. Agree 4. Strongly Agree	0	
Letter from Administrative Leadership	Strength/Completeness of Component: 0. Missing 1. Disagree 2. Neutral 3. Agree 4. Strongly Agree	0	
Community Support:	Strength/Completeness of Component: 0. Missing 1. Disagree 2. Neutral 3. Agree 4. Strongly Agree	0	
Budget	Strength/Completeness of Component: 0. Missing 1. Disagree 2. Neutral 3. Agree 4. Strongly Agree	0	
Naïve specialty/new program and/or density of residency in the area.	20	0	
Total Points	100	0	

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 DURATION

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

Applications are due no later than 30 days prior to the Graduate Medical Education Board's (GMEB) [Quarter 2](#) meeting.

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 during which the proposal was reviewed.

3 ELIGIBILITY INFORMATION

Entities in the following categories and located in the State of Indiana are eligible to apply:

- (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 6: Use of Award Funds)

4 APPLICATION SUBMISSION GUIDELINES

Applications shall not exceed 50 pages in length. Each applicant shall submit their completed application, including the required attachments, to Lucas Norrington at GMEB@che.in.gov.

4.1 SUBMISSION DEADLINE

Each applicant must submit a completed application, including any required attachments, no later than 30 days prior to the Graduate Medical Education Board's (GMEB) [Quarter 2](#) meeting for consideration.

4.2 SUBMISSION INSTRUCTIONS

The email subject line should contain “New Residency Program Development Grant Application” and the applicant’s name.

The Indiana Commission for Higher Education will email confirmation of receipt to the applicant within three state business days of submission. An application is deemed not received by the Indiana Commission for Higher Education until the applicant has received an email confirmation.

5 GENERAL APPLICANT INFORMATION

5.1 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.
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- Applicant contact information.
- Project Director information, if available.
- Project Partner information, if applicable.

5.2 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.

5.3 DESCRIPTION OF APPLICANT AND PARTNERS

Description of applicant and partners should include:

- Description of the applicant and partners expected to participate in the planning and development process.
- For the applicant and each partner, expected roles and contributions to the planning and development process.
- Description of the 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 Graduate Medical Education.
- 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 Graduate Medical Education program.
- Additional information deemed by the applicant to be pertinent to applicant's suitability as a Graduate Medical Education teaching site.
- Commitment of the applicant and partners to Graduate Medical Education.

5.4 ASSESSMENT OF NEED FOR A GME PROGRAM

In the assessment of need for a Graduate Medical Education program, applicant should discuss at least the items listed below:

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

5.5 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 the applicant's organization.
 - Community commitment, such as from 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 Graduate Medical Education 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.
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5.6 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 5.5. 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.

5.7 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 an evaluation.

5.8 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 6). 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.

5.9 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.

5.10 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 recently audited financial reports. Public institutions are exempt from this requirement.

5.11 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.

6 USE OF AWARD FUNDS

6.1 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, Graduate Medical Education 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.

6.2 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 6.1 without prior Indiana Graduate Medical Education Board approval.

7 SELECTION FOR FUNDING

7.1 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 in the RFP to qualify for further consideration.

7.2 SELECTION OF APPLICANTS FOR AWARDS

7.2.1 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 Graduate Medical Education program and stand ready to participate in the creation of a Graduate Medical Education learning environment.
- (e) Applicant's project plan indicates the intent to fully implement the actions necessary in establishing a Graduate Medical Education program.

7.2.2 Priority for Funding. Priority will be given to applicants who 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.
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- (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 applicant will progress quickly in the planning process.

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

7.3 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.

8 DISTRIBUTION OF AWARD FUNDS

8.1 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.

8.2 FUNDS DISTRIBUTION

8.2.1 Payments

Payments will be made by Indiana Commission for Higher Education in coordination with the Indiana Graduate Medical Education Board.

8.2.2 Invoicing and Disbursement

The total award will be disbursed upon receipt of invoice with verification that the awarded residency positions have been filled for the upcoming academic year.

8.2.3 Retraction or Reduction of Payments

The Indiana Commission for Higher Education is not bound by any award estimates in the RFP. After making a finding that an awarded applicant has failed to perform or failed to conform to the terms of the Grant Award Agreement, the Indiana Commission for Higher Education may retract or reduce the grant amount for the awarded applicant.

8.3 LAST DAY OF EXPENDITURES

8.3.1 End Date

- Grant Award funding must be expended by the end date listed on the Applicant's Grant Award Agreement
 - At the discretion of the Indiana Graduate Medical Education Board, a
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one-time, no-cost extension of the grant period may be granted if the applicant is in good standing with all reporting requirements.

8.4 RETURN OF UNEXPENDED FUNDS

Any unexpended balance of the award at the end of the grant period will be returned to the Indiana Commission for Higher Education.

9 REPORTING REQUIREMENTS

The Project Director of the grant must electronically submit the reports listed in Sections 9.1 – 9.2 below.

9.1 PROJECT REPORT

A Project Report is due 21 months following the execution of the grant award contract agreement and will generally include, but may not be limited to:

- (a) Summary of progress to date on the development of Graduate Medical Education program(s).
- (b) 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).
- (c) Expenditure report to detail actual expenditures by budget cost category and amount through the date of report submission. The report must also 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.

9.2 DELINQUENT REPORTS

Graduate Medical Education programs with any required reports deemed to be delinquent may be ineligible to participate in future funding cycles.
