

HealthForce⁺ Minnesota

Transforming education. Advancing practice.

January 15, 2008

HealthForce Minnesota (a MnSCU Center of Excellence) is announcing its 2008-2009 Requests for Proposals. The attached document explains the focused approach the Center of Excellence is taking to address challenges within the Health Care Sector and healthcare education. The Center will fund a total of six projects during the next funding proposal round. Changes in the new RFP process include:

- Four focused areas of innovation in this round
- More funding available per project, fewer total number projects funded
- Emphasis on replicability of projects to state and regional levels
- Emphasis on in-kind and collaborative efforts which maximize outcomes
- Pre-planning funding (10% additional total request) to facilitate early project implementation efforts

Additionally, there will be separate category of Continuing Education proposals that aim at sustainability and shared revenue with HealthForce Minnesota.

It is the mission of the Center of Excellence to “Transform Education and Advance Practice.” I encourage you each to “dream big,” so that together we can solve our complex challenges in health care! Please visit our new website:

www.healthforceminnesota.org.

Sincerely,

Jane Foote

Executive Director, HealthForce Minnesota

January 2008

**HealthForce Minnesota
2009 Request for Proposals**

“Working to Assure a Skilled and Diverse Healthcare Workforce”

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Purpose

The HealthForce Minnesota 2009 Request for Proposals is focused upon supporting programs and projects that recognize both the short and long term challenges facing health care providers in recruiting and retaining a skilled and diverse workforce. The 2009 RFP builds upon our investments to ensure consistent and effective responses to the needs of the health care industry.

The RFP is divided into four Program Areas as follows (no priority is intended by the following listing)

- I. Creating/expanding the vision of youth for healthcare careers
- II. Increasing the recruitment and retention of a diverse healthcare workforce
- III. Developing/implementing programs to provide advancement opportunities for the incumbent healthcare workforce.
- IV. Developing new curricula and/or programs to meet current and future healthcare workforce needs.

One additional grant opportunity is being made available specifically to Continuing Education-Custom Training Departments/Units (MnSCU). RFP guidelines are shown on pages 9 and 10.

Awards: HealthForce Minnesota will award up to 6 grants* with a range of \$50,000 to \$75,000 and \$80,000 to \$100,000.

Key Dates and Deadlines:

- 1. Release of the Request for Proposals - January 15, 2008**
- 2 An optional Question and Answer ITV presentation is scheduled for January 22, 2008. ITV locations will be:**

* MCTC/Minneapolis:	Room <u>T2305</u>
* Ridgewater, Willmar:	Room <u>H102</u>
* Winona State University:	Room <u>Stark 105</u>
* RCTC/Rochester:	Room <u>ST112</u>

Presentation time: 9 a.m. (90 minutes.) Questions remaining after the session may be directed to: Jane Foote, Executive Director of HealthForce Minnesota at phone (507) 280-5034 or e-mail jfoote@winona.edu; or Ivan Imm at phone (507) 951-2605 or e-mail ivani@acegroup.cc

- 3 Deadline for receipt of Proposals: February 29, 2008. Proposals with U.S postal service postmark displaying the deadline date will be accepted. Late entries will not be reviewed.**
- 4 Applicants will receive award notification early April 2008.**

*Does not include the grant to MnSCU Continuing Education-Custom Training Depts.

General Guidelines and Instructions

All applications must respond to the following guidelines and requirements. Additional guidelines are also provided for each of the specific program areas.

All proposals must:

- Be submitted in hard copy. A signed original and three copies of the proposal must be mailed or delivered to: HealthForce Minnesota
Box 74
Winona State University- Rochester
859 30th Avenue South
Rochester, MN 55904-4497
- Be limited to **15 double spaced pages**. The budget sheet, resume of the project leader and letters of support are not included in the page limitation. No more than three letters of support should be included.
- Use font size 12. Times New Roman or comparable font is suggested.
- Represent new and innovative efforts or significant expansion/adaptation of an existing project/program.
- Include a brief description of the applicant agency to include:
 1. Mission statement.
 2. Organizational status [501(c) 3; university, etc.
 3. Assurance of its ability to financially manage the grant.
 4. Name of President or Chief Executive Officer.
- Include a resume for the project/program leader describing qualifications and experience. The statement should also describe the organizational location of the Project Director.
- Clearly describe the goals and measurable objectives for the proposed project.
- Describe the methodology to be used in assessing the accomplishment of the objectives. Quantitative and/or qualitative measures should be included, both to demonstrate impact of the project and to ensure learning from the experience.
- Include a specific and justifiable budget for the Project/Program. (See budget worksheet).

Pre-Planning funds will be awarded to all successful applicants.

HealthForce Minnesota intends to award pre-planning funds to successful applicants. The intent of the pre-planning funds is to ensure that the grantee can successfully use the months of April – June to prepare for the launch of its proposal on July 1, 2008. Examples of the use of pre-planning funds would include meeting expenses to convene work groups; salaries for staff to initiate Project activities prior to the receipt of the full award; purchase of necessary office supplies and travel for meeting/coordination purposes.

The pre-planning funds to be allocated will:

1. Be in addition to the Project award
2. Represent 10% of the total project award

Specific Program Area Guidelines and Instructions

Program Area I: Creating/Expanding the Vision of Youth for Healthcare Careers

Award Range: \$50,000 - \$75,000

Expected Number of grants to be awarded: Up to 2

Purpose of Grant: The goal of this particular grant is to encourage the development of school-based programs that will:

1. Introduce youth to the variety of careers available with health care organizations.
2. Strengthen student awareness and application of STEM curriculum to healthcare careers.

The programs might involve the following (which are not intended to be prescriptive):

- Creation and instruction of new curricula
- Piloting a new or revised educational delivery system to students which focuses upon integrating STEM education into the instructional model.
- Modification and instruction of existing courses
- Development of a partnership with a health care organization to provide a variety of teaching opportunities.

Eligibility Criteria: The primary applicant must be a school; school district or other entity that is able to assure that the students will have access to the program and will be permitted and encouraged to participate.

Selection Criteria: All proposals will be reviewed and ranked by a qualified team of education and health care leaders. The final award decisions will be recommended by the Executive Director of HealthForce Minnesota to the Executive Alliance Advisory Committee for final approval.

Proposals for this Program Area will be reviewed and evaluated in accordance with the General Guidelines shown above and the following specific standards. Proposals must:

- Present a unique and exciting approach to help students become aware of health care careers.
- Be readily transferrable to other schools/school districts upon completion of the project.

Note: The Review Team may award additional points to proposals that:

- Focus upon students in grades five through eight.
- Provide for the recruitment and retention of diverse and/or high risk students.

Program Area I continued:

- Include in-kind contributions from the applicant organization and/or its partners.
- Provide quantitative as well as qualitative assessments of success.
- Describe results from prior or existing projects/programs that relate to this proposal.
- Provide a partnership with a post secondary institution.

Program Area II: Increasing the recruitment and retention of a diverse healthcare workforce.

Award Range: \$80,000- \$100,000

Expected Number of Grants to be awarded: Up to 2

Purpose of the Grant: The goal of this particular grant is to increase both recruitment and retention of a diverse healthcare workforce. The proposal(s) might involve the following (which are not intended to be prescriptive):

- Special recruiting efforts that provide pre-employment training and (upon hiring) appropriate on-the-job mentoring.
- Collaboration with higher education or secondary school to develop a “bridge” to employment with follow-up tasks/activities/training for the recent hires (track retention).
- Propose innovative recruitment strategies and provide appropriate courses/training to incumbent workforce to increase retention of a diverse workforce.

Eligibility Criteria: The applicant organization may be a university/college, a secondary school, a non-profit service organization, workforce/job service program, or a private healthcare provider. However, because retention is an important component of this grant a healthcare provider must at least be included as a partner.

Selection Criteria: All proposals will be reviewed and ranked by a qualified team of healthcare and education leaders. The final award decisions will be recommended by the

Executive Director of HealthForce Minnesota to the Executive Alliance Advisory Committee for final approval.

Proposals for this Program Area will be reviewed and evaluated in accordance with the General Guidelines shown above *and* the following specific standards. Proposals must:

- Describe the characteristics of the diverse population (unemployed, language needs, skills to be addressed) and the type of positions for which they are being recruited.
- Describe programs or projects that will be implemented to increase retention rates for this specific workforce sector.
- Address turnover concerns (statistics/data) for the positions which are specifically targeted in this proposal.
- Prepare participants for employment in jobs which provide a livable wage in local communities upon completion.

Note: The Review Team may award additional points for proposals that:

- Provide unique training opportunities for the persons being recruited into the healthcare workforce.
- Include substantial in-kind contributions
- Provide quantitative as well as qualitative measurements of recruitment and retention efforts
- Develop a project that is readily transferable.
- Describe results from prior or existing projects/programs that relate to this proposal.

Program Area III: Developing/implementing programs/ projects to provide advancement opportunities for the incumbent healthcare workforce.

Award Range: \$80,000 - \$100,000

Expected Number of Grants to be awarded: Up to 2

Purpose of the Grant: The purpose of this particular grant is to encourage the development and implementation of programs/projects within healthcare organizations that will provide incumbent workers with promotional opportunities. While “career laddering” is not a specific expectation, the proposal must go beyond providing general education which focuses solely upon improving job performance. The education (courses) must assist the learner in advancing her/his career. The proposals might involve the following (which are not intended to be prescriptive):

- Developing and implementing specific education opportunities that meet the healthcare industries requirements for advancement/promotion to a new position.
- Creating a “cafeteria of educational opportunities” and providing guidance to the learner to ensure that the courses will lead to a short or long term goal of advancement.
- Collaborating with an institution of higher education to provide education and/or training which will result in the award of a certificate or credits towards a degree.

Eligibility Criteria: The “lead” applicant must be a healthcare organization/institution which provides direct services to individuals.

Selection Criteria: All proposals will be reviewed and ranked by a qualified team of healthcare and education leaders. The final award decisions will be recommended by the Executive Director of HealthForce Minnesota to the Executive Alliance Advisory Committee for final approval.

Proposals for the Program Area will be reviewed and evaluated in accordance with the General Guidelines shown above *and* the following specific standards. Proposals must:

- Describe the incumbent workforce that will receive the education courses. Description must include job classifications and salary ranges.
- Describe the education opportunity in terms of the number of hours the “trainee” will devote to the effort; the involvement of supervisory staff (if appropriate) and any changes that might be required of the Human Resources policies and/or procedures.
- Describe/explain how the education/training is unique compared to existing programs.
- Must, if applicable, obtain a statement of support from the collective bargaining entity.

Note: The Review Team may award additional points for proposals that:

- Develop and implement education/training opportunities that are respectful of the time and resources of the participants.
- Partner with colleges/universities in facilitating employment advancement in a career ladder or pathway.
- Allow for increased wages for participants upon completion of the education/training.
- Provide new and innovative educational opportunities.
- Focus upon providing livable salaries for the lower wage positions.
- Include in-kind contributions from the applicant or partner.
- Develop a project/program that is readily transferable.
- Describe results from prior or existing projects/programs that relate to this proposal.

Program Area IV: Developing new curricula and/or programs to meet current and future healthcare workforce needs.

Award Range: \$50,000- \$75,000

Expected Number of Grants to be awarded: 1

Purpose of Grant: The goal of this grant is to encourage the development of new curricula/programs that meet particular workforce needs of the healthcare industry. Proposals might involve the following (not intended to be prescriptive):

- Developing a new certificate program to meet the needs of a broad range of workforce shortages in healthcare.
- Developing a certificate-to-degree curricula/program in conjunction with a healthcare partner.
- Modifying an existing degree or creating an entirely new degree program to meet future workforce needs of the healthcare industry.

Eligibility Criteria: The applicant institution must be located within Minnesota and be a fully accredited two year or four year college or university.

Selection Criteria: All proposals will be reviewed and ranked by a qualified team of healthcare and education leaders. The recommended award decision will be presented by the Executive Director of HealthForce Minnesota to the Executive Alliance Advisory Committee.

Proposals for this Program Area will be reviewed and evaluated in accordance with the General Guidelines shown above *and* the following specific standards. Proposals must:

- Demonstrate that the proposed curricula/program will meet a broad healthcare industry need. Particular emphasis should be directed towards the future supply and demand for the skill that will be addressed through the curricula/program.
- Estimate the number of students to be enrolled during the first program year and the growth pattern (based upon sound data) to be expected.
- Describe collaboration with healthcare partners, workforce centers, secondary schools and others to recruit students (as necessary).
- Describe the relationship of this proposal to existing certificates and/or degrees being offered by the applicant institution.

- Include letters of support from healthcare organizations who are (or will be) employing the skills of the individuals educated/trained through the proposal.
- Include a letter from the President or Financial Officer assuring that the college or university is committed to the long term support of the program.

Note: The Review Team may award additional points for proposals that:

- Maximize distance learning opportunities/technology.
- Include in-kind contributions from applicant and/or healthcare organization.
- Are able to cite other similarly responsive projects that the institution has successfully implemented.
- Describe the results from prior or existing projects/programs that relate to this proposal.
- Focus upon the occupations that are directly involved in patient care.

Continuing Education-Custom Training Grant Opportunity.

Award Range: \$80,000 - \$100,000

Expected number of grants to be awarded: 1

Purpose of the Grant: The goal of this grant is to encourage Continuing Education-Custom Training Departments/Programs within the MnSCU System to develop new initiatives that: (1) demonstrate the potential to generate shared revenue for the applicant and HFM, (2) are readily transferable, (3) create, or build upon, a partnership with the health care industry, and (4) meet current industry workforce shortages.

Eligibility Criteria: The applicant must be recognized as an existing Continuing Education-Custom Training Department/Unit/Program within the Minnesota State Colleges and Universities (MnSCU) system. Proposals might involve the following (not intended to be prescriptive):

- Initiatives that maximize distance learning opportunities/technology.
- Initiatives that provide “cross training” when such training is documented as an industry need.
- Initiatives that focus upon recruitment/training of a diverse population (diversity to include age and gender as well as racial and ethnic characteristics).
- Initiatives that focus upon recruitment/training of persons who have not “traditionally” pursued a career in health care

Selection Criteria: All proposals will be reviewed and ranked by a qualified team of healthcare and education leaders. The final award decisions will be recommended by the Executive Director of HealthForce Minnesota to the Executive Alliance Advisory Committee for final approval.

Proposals for this grant will be reviewed and evaluated in accordance with the General Guidelines shown above *and* the following specific standards. Proposals must:

- Demonstrate the ability to develop income sufficient to support “shared revenue” with HFM. The proposal must estimate total income and the estimated amount (or percentage) to be designated as the HFM allocation.
- Describe how the “proposal” can be readily transferred to another institution and maintain the shared revenue basis.
- Estimate the necessary number of “students” that will be required (annually) to maintain the program.
- Estimate the short and long-term demand for the education/training to be provided.
- Include letters of support from industry partners/customers.

Note: The Review Team may award additional points for proposals that:

- Include in-kind contributions
- Provide a review of pertinent federal and state literature/data to assure the uniqueness of the proposal and the demonstrated need.

Final Report to be presented at a Roundtable Conference: Grant

Requirement. The Principle Investigator/Project Leader will be expected to participate in a Final Report- Conference that will be scheduled for the fall of 2009.

Application Format

Applications should be presented in the following format:

- Cover page must contain the:
 - Program Area selected
 - Applicant organization
 - Principle Investigator/Project Director
 - Total amount of funds being requested
- Page 1- Resume(s)
 - Resume for the PI/Project Director
 - Resumes for persons to be paid from the grant award (if known). If the additional person(s) is not an incumbent(s) it is necessary to include a position(s) description/ required qualification(s) for the anticipated hire(s).

- **Project Narrative/Justification**
The application should respond to the general and specific guidelines as shown above.
- **Budget Justification:** A separate budget page is required and must include the following:

Salaries and fringe: itemize the salary/fringe expenses for each person to be paid from the grant.

Consultants: If the applicant intends to use a consultant(s), a separate estimate of that expense should be included.

Travel expense: If travel expenses are included the applicant must explain the purpose/reason for the travel and itemize mileage, room and other associated costs. Out of state travel beyond the immediate border states is not permitted.

Estimation of quarterly expenditures: Applicant is required to estimate quarterly expenditures for the grant period.

Office supplies: postage, food, phone

Letter(s) of support: No more than three letters. Preferably one of the letters will be from the President/CEO of a health care institution/provider (when appropriate). The letters should emphasize the relevance and importance of the proposal to the organization.