

**Healthcare Workforce Development Division**

400 R Street, Suite 330
Sacramento, California 95811-6213
(916) 326-3700
Fax (916) 322-2588
www.oshpd.ca.gov

Frequently Asked Questions Health Careers Training Program Mini-Grants RFA 10-1494

(Last Updated March 17, 2011)

(Questions related to Request for Application (RFA) 10-1494 must be submitted in accordance with the instructions found on page 6 of the RFA. All questions must be received in writing no later than March 25, 2011.)

Q1: It says there is a TA call scheduled for March 25, 2011 on the announcement but what is the number?

A: The TA call in number is 1-888-808-8526 and the participant passcode is 233068. This information can also be located on page 6 of the RFA 10-1494 instructions.

Q2: I am new in my role of tracking grant opportunities. Is there a grant announcement mailing list that I might be able to participate in future Mini-Grant announcements?

A: Yes. We would be happy to place you on our contact list. Please state your name, title, organization, phone number, physical address, and email address.

Q3: We are interested in applying for the second Category B. We have a CNA training/certification course that is spread over a 6-8 week period. Each class is approximately 260 hours long and can possibly train 18 students. It states that "Programs will support a minimum of 50 participants." Does this mean we have to train at least 50 participants?

A: Category B requires 50 participants which can be extended or spread throughout the contract cycle as long as all contract deliverables have been met as described on pages 8 and 9 of the RFA.

Q4: We would like to encourage our staff to explore health profession career options such as medical assisting or nursing. Can any portion of the grant funds be used for small scholarships for students pursuing health professions? For example, a project that proposes to use grant funds for: health profession career exploration workshops (for our staff, staff from other local health centers and perhaps high school students); small scholarships (to pay for enrollment fees/books) to incentivize those pursuing health profession education (e.g. enrolled in a nursing, nursing assistant, or clinical medical assistant program at our local community college)?

A: You will need to explain what you are proposing and demonstrate how using this approach meets the intent of the RFA. While the entire RFA should be reviewed, you may find the following sections particularly helpful in developing your application:

- Available Funding and Award Categories (starting on page 4)
- Contract Deliverables (starting on page 8)
- Evaluation/Scoring Criteria (page 12)
- Instructions for the Technical Approach Template (page 20)
- Budget Instructions and Template (pages 23-27)

Q5: In the Attachment D: Budget Template can we use a smaller font size in the budget grid or does it need to be Font Size 12?

A: The Budget Template can be modified as needed.

Q6: Do we describe the personnel who will be listed in the budget or do we include descriptions of all personnel who will participate in aspects of the “workshop/career fair?” What do you mean “represent the population to be served”? Do we note role or ethnicity?

A: The budget template should include individuals who will be covered by grant funds.

The Technical Approach should describe overall use of personnel (i.e. faculty, institutional affiliation of each consultant and health professional), including those individuals covered by the grant funds in the budget, and whether the program staff or consultants represent the population to be served by the proposed approach. Refer to page 5 of the RFA which describes the targeted participants.

Q7: Can you clarify the instructions regarding the Technical Approach page limits as stated on page 7, Attachment C and on page 16? Specifically, is the Technical Approach and the Budget Template supposed to be 8 pages in length or just the Technical Approach excluding the budget templates?

A: The Technical Approach is limited to 8 pages. The Budget Template is separate and can be modified as needed.

Q8: Are we eligible to apply? We plan on having a weeklong event to host 100 students per day by holding educational seminars and touring clinics?

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NOTE: Additional questions and answers will be posted by April 5, 2011 via the website: http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html