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Frequently Asked Questions (FAQs)
Health Careers Training Program (HCTP) Mini-Grants RFA 11-2450

(Revised as of March 14, 2013)

(Questions related to HCTP Mini-Grants Request for Application (RFA) 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 12, 2013.)

Q1: How many applications were received last year and how many were funded?

A: At total of 75 applications were received. Eight (8) were awarded in category A and seven (7) awarded in category B.

Q2: I would like to get a copy of other grant submissions from previous years. Are there any funded applications that can be shared?

A: To receive a copy of a previously funded application review the Office of Statewide Health Planning and Development's public records act policy which can be found here:
http://oshpd.ca.gov/General_Info/Public_Record_Request.html
However, you may want to review the FAQs and the lists of awardees (also referred to as the "Intent to Award") from prior years, found on the HCTP webpage, to view information that has been requested and shared and the programs that has been funded in the past. Keep in mind as you are reviewing the lists of prior awardees that the organizations listed are those that signed the contract with OSHPD and may not represent all partnering organizations.

Q3: Can you provide excerpts of successful program applications that are like my program? Can you comment on my specific proposed approach? Can you discuss program designs or share example of prior successful programs?

A: Without seeing your application in its entirety, and without having seen the other applications for this year, it would not be possible to comment on your program design and/or your proposed approach. You will need to explain what you are proposing and demonstrate how using your proposed approach meets the intent of RFA 12-4500. While the entire RFA and the application in the CalREACH system should be reviewed, you may find the "Available Funding and Award Categories (starting on page 4) and the "Evaluations and Scoring Procedures" (starting on page 8) helpful as you develop your application. You may also want to review FAQs and the lists of awardees (also referred to as the "Intent to Award") from prior years, found on the HCTP webpage, to see the types of programs that have been funded. Keep in mind as you are reviewing the lists of prior awardees that the organizations listed are those that signed the contract with OSHPD and may not represent all partnering organizations.

We are unable to determine for you which applications and which excerpts would be applicable to your program. To receive a copy of a previously funded application review the Office of Statewide Health Planning and Development's public records act policy which can be found here:
http://oshpd.ca.gov/General_Info/Public_Record_Request.html

Q4: Can you give me assistance on completing the application?

A: Questions will be answered as they are received. Additionally, FAQs will be posted periodically to the HCTP webpage. The last date to submit written questions is March 12, 2013. Please refer to page 13 of RFA 12-4500 for additional information about the RFA questions and answers process. Also, two technical assistance webinars have been recorded and are available for viewing. Please visit the HCTP webpage for more information. http://oshpd.ca.gov/HWDD/HCTP_mini_grants.html.

Q5: Is an in-kind match required for this grant?

A: No in-kind match is required. As part of the budget form, you are asked to provide a description of the total amount needed to carry out the program including the types of in-kind contributions. This information will give OSHPD the overall scale of the project, which may be over and above the amount being requested from OSHPD as a part of this funding opportunity. Please refer to Page 7 of RFA 12-4500 and the budget form in the CalREACH system. You may also want to review FAQs and the lists of awardees (also referred to as the "Intent to Award") from prior years, found on the HCTP webpage, to view the types of programs that have been funded. Keep in mind as you are reviewing the lists of prior awardees that the organizations listed are those that signed the contract with OSHPD and may not represent all partnering organizations.

Q6: When will the questions be posted and how can they be accessed?

A: FAQs will be answered as they are received. Additionally, FAQs will be posted periodically to the HCTP webpage. OSHPD anticipates posting the first set of FAQs no later than March 8, 2013 and will primarily include questions asked and answered during the two technical assistance webinars. The last date to submit written questions is March 12, 2013. Please refer to page 13 of RFA 12-4500 for additional information about the RFA questions and answers process.

Q7: Can a high school and community college health pathway program apply for these mini grants?

A: Information regarding eligible applicants can be found on page 6 of the RFA under the Who Can Apply section. "Proposals will be accepted from public, private non-profit, and private for-profit organizations located within the State of California. Individuals are not eligible to apply."

Q8: There were 4 programs that I am interested in receiving some details on their objectives and strategic approaches. Please find below the list of awarded programs that I am interested in receiving more information about if at all possible:
1. Huckleberry Youth Programs- "Huckleberry Health Career Fair" by San Francisco and Marine
2. The Health Alliance of northern California- "Health Careers Fair" by Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou & Tehama
3. Contra Costa Health Services- "Developing a Mental Health Concentration in High School Academies", by Contra Costa
4. Huckleberry Youth Programs- "Huckleberry Wellness Academy, Marin" by Marin

"Access to Safe, Quality Healthcare Environments that Meet California's Diverse and Dynamic Needs"

A: The above information will be provided via a link to the documents.

Q9: Is the RFA the same as last year?
A: No. The Request for Application (RFA) 12-4500 is unique to this year's funding cycle. You can find it here:
   http://oshpd.ca.gov/HWDD/HCTP_mini_grants.html

Q10: Is the application through Survey Monkey?

A: No. This year's application process is being administered through CalREACH (Responsive Electronic
   Application for California's Healthcare) to make applying easier and more efficient. You can access
   CalREACH here: http://oshpd.ca.gov/HWDD/HCTP_mini_grants.html

Q11: Can program software be purchased or is that considered equipment?

A: Software would not be considered equipment. You will need to explain what you are proposing and
   demonstrate how using this approach meets the intent of the RFA in your proposal.

Q12: We want to offer health career roundtables to high school students in our area. Is this something that
   would be funded by an HCTP Mini-Grant?

A: You will need to explain what you are proposing and demonstrate how using this approach
   meets the intent of the RFA in your proposal.   While the entire RFA should be reviewed, you may find the
   reviewing the Available Funding and Award Categories Section which begins on page 4 helpful.

Q14: Do character limits include spaces.

A: Yes, we recommend using the word count feature in Microsoft Office to help you gauge space limitations
   within CalREACH.

Q15: Can funds be used to purchase T-shirts?

A: Funds cannot be used for SWAG (i.e., promotional items, conference giveaways). In your application, you
will need to justify how T-shirts are not SWAG and how this approach meets with the intent of the RFA.
Additional budget information can be found on Page 7 of RFA 12-4500.

Q16: Please provide more information regarding the letters of recommendations. For example, who should
they be from? What if we don't plan on partnering with anyone or plan on partnering with one other agency,
not two?

A: Two letters of recommendation are required as part of the application process. While there is no specific
language in the RFA regarding what to include in the letters of recommendation, consider how they could
strengthen your overall application. Also, in determining the number and types of partners you will include,
consider partnership specific language as part of Category A and B (starting on page 4 of RFA 12-4500) and in
the Evaluation and Scoring Criteria (on page 9 and 10 of RFA 12-4500) and consider if your proposed approach
meets the intent of the RFA.