

**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 (FAQs)**

### **Health Careers Training Program (HCTP) Mini-Grants RFA 13-4161**

*(Revised as of February 14, 2014)*

*(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 February 13, 2014.)*

**Q1:**

Page 5 the RFA indicates applicants must integrate additional components, including primary care careers. Primary care careers does not include mental health on that page. However, on page 18 mental health/counseling is included as one of the careers that may be promoted. Is mental health included in the definition of “primary care careers” for the purpose of this RFA?

**A1:**

Primary care careers that must be promoted are listed on page 5 and the method to do so should be described on the Program Elements page. Mini-Grants are open to all healthcare careers. See Award Category A: Health Career Conferences and/or Workshops description on pages 4 and 5. Page 18 of the RFA references the Program General Information Form where applicants indicate the type of careers they will promote.

**Q2:**

Could we spend some time on more advanced information, such as what you are looking for in an application?

**A2:**

See evaluation and scoring criteria, category descriptions, additional components and target populations for an idea of what we are looking for in an application. The RFA and webinar presentations are left intentionally general to allow for rural vs. urban and region-specific approaches, also to allow for K-12, post-secondary, and non-profit approaches. See last year’s “Intent to Award” to get a sense of what was funded last year. Specific application questions are addressed via our question and answer process located on page 14. The last day to submit questions is February 13, 2014.

**Q3:**

Should the letters of recommendation submitted with the application come from the partners referenced in the partnerships section of the application.

A3:

The RFA does not specify that the letters of recommendation must come from stated partners. The applicant should consider how to use the letters in a strategic way considering the evaluation and scoring criteria related to the letters of recommendation.

Q4:

Can we use the same program name in our application that we used in a previously awarded application?

A4:

Yes.

Q5:

How will our application be looked at considering we have applied and been awarded in the past?

A5:

All Mini-Grants are one-time contract opportunities. There is no implied or expressed guarantee of subsequent funding after the initial contract award. All applications are evaluated on their own merit

Q6:

When is the last day to submit an application?

A6:

The last day to submit an application under RFA 13-4161 is February 21, 2014. Applications are due by 2pm Pacific Time.

Q7:

When is the last day to ask questions related to the application?

A7:

The last day to ask questions related to RFA 13-4161 is February 13, 2014. The last day all questions and answers will be posted to the Mini-Grants webpage is February 14, 2014.

Q8:

If applying for Category A funding, are you looking for applicants who will develop new career fairs/workshops, or can applicants use funds to attend existing career fairs?

A:8

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 13-4161. 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 9) 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.

Q9:

Under the key dates section of the RFA the program period is listed as June 27, 2014-June 26, 2015.

However, in CalREACH on the program objectives and work plan activities form, when I put in a program end date of June 19, 2015 it gives me an error message saying: “Project end date cannot be after 02/21/2014”. What is the end date?

A9:

The program’s start and end dates as listed in the RFA under the Key Dates section are correct. Thank you for bringing this issue to our attention. We will address it as quickly as possible and let all individuals with applications started in CalREACH know when the issue is resolved. In the meantime, I would encourage you to continue working on your application, saving your work as you go. (This issue has been fixed as of noon on 2/6/14.)

Q10:

We applied last year and were not funded. Is there anything we can do differently this year to increase our chances?

A10:

The Mini-Grants application process is very competitive. Without seeing your application in its entirety along with the other applications from last year, it would not be possible to comment on your program design and/or your proposed approach. Overall, those applications that were most successful proposed to serve over and above the minimum number of participants required for their respective award categories. You may also want to review FAQs and the Intent to Award from last year

[http://www.oshpd.ca.gov/HWDD/HCTP\\_mini\\_grants.html](http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html) to see the types of programs that were funded.

Q11:

I have registered through CalREACH and am waiting for approval. Once received, will I be able to access the 14 forms online?

A11:

Yes. Once you begin working in CalREACH please reference the RFA 13-4161 Technical Guide section starting on page 16 for detailed instructions.

You can also access the recorded technical assistance webinar for this grant cycle on our webpage [http://www.oshpd.ca.gov/HWDD/HCTP\\_mini\\_grants.html](http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html). A live repeat of this



webinar will take place on February 13, 2014. You can register for the webinar on our webpage, as well. (Registration is now closed.)

Q12:

On pages 4-5 of the RFA, under Category A it states programs will support a minimum of 100 participants. Under category B it states programs will support a minimum of 50 participants. However, on page 11 it lists 50 participants for Category A and 100 for Category B. Can you please clarify the number of participants for each Category?

A12:

Category A programs must support a minimum of 100 participants. Category B programs must support a minimum of 50 participants. An addendum to RFA 13-4161 addressing this correction to page 11 is now on our webpage at

[http://www.oshpd.ca.gov/HWDD/HCTP\\_mini\\_grants.html](http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html)

Q13:

I registered for a webinar for February 13 regarding a grant. I'm not sure how to join the webinar and would like to get instructions. Can you lead me in the right direction to obtain instructions for the Webinar?

A13:

Webinar access instructions will be sent out to those registered approximately 24 hours before the webinar.

Q14:

Is it possible to apply for both an A and B HCTP grant, or can an organization only apply for one?

A14:

Yes, you may apply for both an Award Category A and B grant. See RFA page 8, Application Submission Process: "We will accept more than one application per organization, but a separate CalREACH application must be submitted for each award by the due date."

Q15:

We were awarded the grant last year under Category B and I wanted to make sure we could apply again for this year.

A15:

Yes. You may apply again for this year.

See page 14 of RFA, Additional Disclosures bullet #3: "If you have been a previous awardee, you may reapply for another grant. However, you are not guaranteed that you will receive an additional grant. Your application will be treated as a first time applicant."

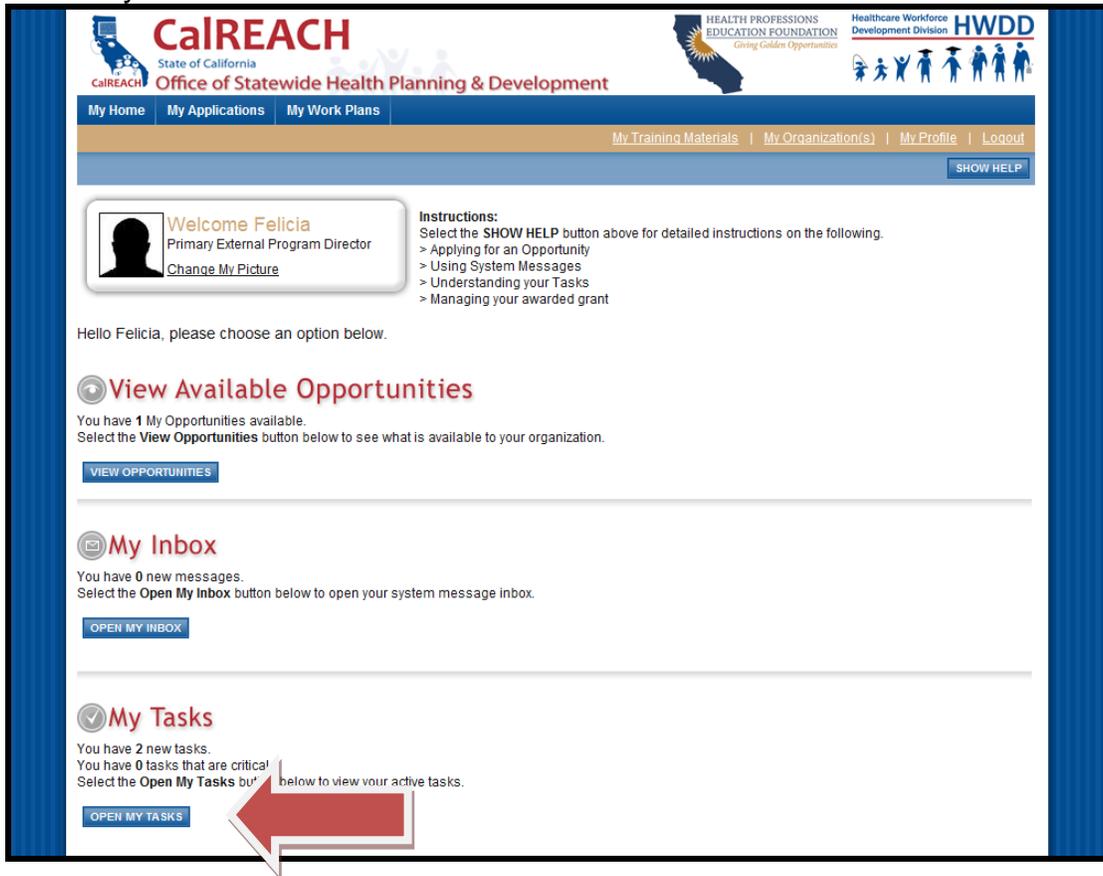
Q16:

We are having difficulties with the HCTP mini-grant application. We are entering our information and saving it. When we open it later, there is nothing saved. Please advise in what we are doing wrong.



Q16:

After you log into CalREACH, you must access your saved application from the Main Menu under My Tasks. See technical assistance in the RFA. See screen shot below:



Q17:

One question we have about the online application system is regarding partnerships. Currently, it seems that only up to three partnerships are allowed in the system (partnerships form). Is there a way that we could add an additional one? Please advise.

A17:

No, there is not a way to add another partner on the application Partnerships Form in CalREACH, the limit is three. However, you are welcome to discuss additional partnerships elsewhere in your application narrative as you feel would be appropriate.

Q18:

Are colleges/universities allowed to apply (either by them or through a 501C3 foundation/auxiliary)?

A18:

Yes. Please see RFA 13-4161 page 6 under Who Can Apply.

Q19:

Can you clarify the meaning of an organization? Is a small business registered as a group (e.g. group of professional consultants) able to apply and considered an organization?

A19:

Yes. What we will be looking for is how you plan to reach the target population. If you look back at prior intent to awards on our webpage you will see the variety of partners that have benefited from the awards to get a sense of the types of awards and who is getting awarded.

Q20:

Are district hospitals eligible to apply?

A20:

Yes.

Q21:

Are programs focused primarily on behavioral health career pathways eligible for this funding (category b)?

A21:

Yes. However, please note the additional components that all applicants must integrate into their proposal on page 5 of the RFA.

Q22:

Regarding the primary external program director designation, is this solely for purposes of submitting the application?

A22:

Yes. The Primary External Program Director is a "Role" in CalREACH which enables the designee to submit the application.

Q23:

Is this an online-only application? No hard copies need to be forwarded to OSHPD?

A23:

Yes, applications must be submitted through CalREACH to be considered. Hard copies are not required and will NOT be accepted.

Q24:

Who can write letters of recommendation?

A24:

The RFA does not provide specific parameters related to who can provide letters of recommendation for you. Review pages 9-10 of the RFA evaluation and scoring criteria. Consider who you to ask and what they should provide in a letter of recommendation to strengthen your overall application.

Q25:

If there is a focus on 2 different careers, can two different category b applications be submitted? What if the proposals would be to serve two different counties with two different partners.



A25:

Yes. See page 8, Application Submission Process.

Q26:

Are there two fields or one required on the Organization Background Form? On page 18 of the RFA the sample doesn't indicate two fields.

A26:

There are two required fields on the form. The Organization Background Form in CalREACH must be completed in its entirety in order to submit your application.

Q27:

Is sustainability scored based on organization overall budget and/or staffing?

A27:

See page 10 of the RFA for scoring criteria. While the budget itself is not scored, the overall budget and/or staffing could potentially provide information regarding sustainability of the program.

Q29:

Please remind us how to get a copy of this presentation (February 13, 2014 webinar).

A29:

This webinar, as well as, the PowerPoint slides will be made available on the Mini-Grants webpage: [http://www.oshpd.ca.gov/HWDD/HCTP\\_mini\\_grants.html](http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html).

Q30:

Can category b funds be used to provide stipends or incentives to industry partners who provide students with work-based opportunities (internships)?

A30:

Yes.

Q31:

If we're providing students with stipends for internships, where is this reported on the budget?

A31:

Stipends for internships would be reported under other Direct Expenses on the Budget Form.

Q32:

What are the grant start and end dates?

A32:

Please see the Key Dates on page 15-16 of the RFA. The Program Period for this RFA is June 27, 2014 through June 26, 2014. All contracted program activities must occur during this time period.



Q33:

Can you explain release time vs supplementing salaries of existing staff?

A33:

An example of release time for existing staff would be hiring a substitute to providing a staff person with time away from current duties (to take on duties related to the proposed Mini-Grant activities). Supplementing existing staff salaries would be providing a raise to a staff person to assume duties related to proposed Mini-Grant activities. See budget section of the RFA for additional information.

Q34:

Are we required to have paid staff? If we are an all-volunteer organization, can we use all funds for in-state meals and facilities costs?

A34:

No, you are not required to have paid staff. Yes you can use funds for in state meals and facilities. See budget section of the RFA for additional information.

Q35:

Other than letters of recommendation, are any other attachments required? (i.e. tax exempt letter.)

A35: There are no other attachments required with the application submission. If you are awarded a Mini-Grant additional documentation will be required.

Q36:

Is there a percentage cap on salaries of staff that are providing counseling or primary services to participants?

A36:

The RFA 13-4161 does not specify a percentage cap on salaries for staff providing counseling or primary services to participants.

Q37:

If a student intern is expected to receive a stipend for working on our project, but that student hasn't been identified yet, is it ok to leave his/her background blank?

A37:

All fields marked with a red asterisk are required fields. If you leave those fields blank you will not be able to submit your application. If a staff person/student is intended, consider describing your proposed approach (i.e. desirable experience/background, duties, etc.)

Q38:

If gift cards are part of supportive services for transportation assistance, is that allowed (talking specifically about gas cards)?



A38:

Please see page 7 of the RFA, gift cards are NOT an allowable expense.

Q39:

Could you share briefly the type of folks serving on the Evaluation Committee?

A39:

Please see page 8 of the RFA, "includes OSHPD team members with backgrounds related to healthcare, education, and/or workforce development and may include subject matter experts outside of OSHPD.

Q40:

Can program activity dates be stated as "no later than" or "beginning...through..." if exact dates have not yet been established?

A40:

Yes, you may use those terms in your application so long as those dates occur within the program period indicated in the Key Dates section of the RFA. However, if you are awarded a contract you must provide specific dates for activities as required for the work plan submission.

Q41: I am currently registered on CalREACH from a prior Song-Brown grant. Do I have to register as a new user or can I access the grant via my current access?

A41:

You can try to access the RFA 13-4161 application by logging in with your existing log in and checking under My Opportunities from your home page. If you have the Mini-Grants Opportunity available click Apply Now. If not, contact the Agate Help Desk at 1-800-820-1890 for technical assistance.

Q42:

Unfortunately I was unable to attend the webinar...is it recorded for playback?

A42:

The February 13, 2014 webinar will be posted on the webpage. There is also a recording of the first RFA 13-4161 technical assistance webinar already posted our webpage: [http://www.oshpd.ca.gov/HWDD/HCTP\\_mini\\_grants.html](http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html). Also posted are recent Frequently Asked Questions (FAQs). New questions and answers will be posted through February 14, 2014.

Q43:

I write with a question regarding the language of form 14 and the assurance it requests. I have looked at the codes referenced, Government Code Section 12990 and Title 2, Section 8113. My question is this, are the terms/assurances in the codes referenced at all



negotiable? Is it possible to modify the language referenced in those codes by striking a word or two?

A43:

Specific language in the electronic system is non-negotiable as we are unable to make any changes in the middle of an application cycle. Without seeing your application in its entirety, 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, and making a proposed change to the assurances (found on form 14) meets the intent of RFA 13-4161.

While the entire RFA and the application in the CalREACH system should be reviewed, you may find the information on award categories, target populations, and evaluation and scoring 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 may be those that signed the contract with OSHPD and may not represent all partnering organizations.

Additionally, feedback on our application process will be solicited (from registered users in the CalREACH system) after the application has closed and all funding decisions are made for this cycle.

