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**Frequently Asked Questions (FAQs)
The Mini Grants Program RFA 14-5404**

(Revised as of February 20, 2015)

(Questions related to The Mini Grants Program Request for Applications (RFA) must be submitted in accordance with the instructions found on page 15 of the RFA. All questions must be received in writing no later than February 18, 2015.)

Q1:

Is there a minimum number of conferences/workshops for Category A programs? Can the application be for a single event as long as 100 participants attend?

A1:

The RFA does not speak to a minimum of conferences/workshops for Category A programs, only that the program must serve a minimum of 100 participants. Applicant must tell us what is planned and how plans meet the intent of the RFA.

Q2:

Can you send out information on migrant education programs/outreach?

A2:

Applicants should focus on partnership building in their community to inform their program proposals. The applicant will be expected to provide information about their community, partners and are expected to conduct education and outreach methods that are responsive to their community/target population.

Q3:

Can you provide detailed information on the criteria for Letters of Recommendations (i.e. are they the same as letters of support)?

A3:

The RFA does not speak to specific criteria for the letters of recommendations only that two are required. It is recommended that you review your proposal as a whole and



consider how your letters of recommendation might support your proposal. Also see page 11 of the RFA scoring criteria related to Partnerships which references the letters of recommendations and how they will be considered in the scoring of your application.

Q4:

Can participants be served throughout the year in cycles in order to meet the goal of 50 for category B proposals? For example, 25 youth served from September – December and 25 served from January – May.

A4:

The RFA does not stipulate that all participants must be served at one time. The RFA does give a program period start and end date within which all the participants must be served in the Key Dates section on page 17. If this is a planned approach the applicant should explain this approach in their proposal and indicate how their approach meets the intent of the RFA.

Q5:

On page 8 “Budget Restrictions” it mentions “funds cannot be used to supplement the salaries of full time staff of grantee organizations”. Please clarify what that means.

A5:

Supplementing existing staff salaries would be providing a raise to a staff person to assume duties related to proposed Mini Grant Programs activities. We do allow release time for existing staff. An example would be hiring a substitute to provide a staff person with time away from current duties (to take on duties related to the proposed Mini Grant activities).

Q6:

Do the character limits in CalREACH include spaces.

A6: Yes. Please consider that copying and pasting text into CalREACH from outside of the system may result in an error.

Q7:

Do all grantees have to address mental health services careers? For instance, programs focused on primary care careers such as Certified Nurse Assistant? Will there be specific curricula components promoting mental health services careers (category B)?

A7:

Yes, all programs are required to address mental health services careers. Please see the Additional Components and Definitions for Category A and B section which starts on

page 5 of the RFA. The RFA provides a list of potential curriculum topics on page 5, however, the development of curriculum will be the responsibility of the program.

Q8:

Can funds be used for scholarships for participants for registration fees to pursue a health career training degree as a result of attending our programs?

A8:

Please see Budget Restrictions on page 8 of the RFA. Funds cannot be used for anything that might be considered a gift. Programs must justify the use of funds in their applications.

Q9:

Can Funds be used for stipends or gift cards for participants as incentives?

A9:

Grant funds cannot be used to purchase gift cards.

Q10:

Is there a minimum number of hours related to mental health career promotion that have to be delivered?

A10:

The RFA does not speak to a minimum number of hours related to mental health promotion that must be delivered, however, consider the scoring criteria on pages 10-12 of the RFA and the related scoring definitions to gain a perspective of how your approach you outline in your application will be scored.

Q11:

What is the recommended percentage that can be allotted to personnel expenses.

A11:

The RFA does not speak to a recommended percentage. Applicant should provide justification for all expenses in their application.

Q12:

What supporting documents do you need for budget expenses?

A12:

No supporting documents are required with the application related to the budget expenses, however, there is a section for written justification in the application.

Q13:

Does mental health include "disabilities"?

A13:

To fully understand the intent to the RFA concerning mental health, the RFA must be read in its entirety. All types of approaches/ideas will be considered and applicants are encouraged to make the case for their approach. Those proposals that are most competitive will clearly show how their approach is in support of the intent of the RFA and fully address the questions/criteria in the Evaluation and Scoring Criteria.

Q14:

Where can I find past funded programs?

A14:

We provide a link to past years' Intent to Award documents on our webpage http://oshpd.ca.gov/HWDD/HCTP_mini_grants.html. This document outlines the organization awarded, amount of the award, number of participants they propose to serve, a brief description of their program and who their primary partners are. Keep in mind that the list of partners is limited to three and may not represent all of the organizations partnering in the program.

Q15:

When I saw this recent Mini Grant, I became excited. But, I think that it's for educational programs, correct? Students pursuing a career in Psychiatric/Mental Health would not qualify, correct? I just needed clarification and guidance.

A15:

The Mini Grants Program funds programs that encourage underrepresented and disadvantaged groups to pursue health careers. See page 8 of the RFA for a detailed list of who can apply. If you are looking for scholarship/loan repayment for yourself, consider some of OSHPD's other programs such as the State Loan Repayment Program <http://oshpd.ca.gov/HWDD/SLRP.html> and the Health Profession Education Foundation Programs <http://oshpd.ca.gov/HPEF/>. See their webpages for detailed information.

Q16:

I would like to know if there are any barriers to partnership and/collaboration when working with multiple organizations or how this has worked in the past?

A16:

The RFA does not provide any barriers to partnership and/collaboration when working with multiple organizations. To see the partnerships from previously awarded applications please reference the Intent to Award documents from previous years on our webpage http://oshpd.ca.gov/HWDD/HCTP_mini_grants.html. It is up to partnering

organizations to sort out who the lead entity will be that submits and signs the application. Depending on who the partners in the program are, one partner may be the better lead for fiduciary reasons.

Q17:

To whom do we address letters of recommendation and support for our OSHPD Mini Grant Program application? Is it Jalaunda Granville Munroe?

A17:

Addressing the letters to the Program Administrator, Jalaunda Granville Munroe is fine. Please note that letters should not be mailed but uploaded into CalREACH only.

Q18:

Will we need partnership letters and recommendations letters or are they the same

A18:

We do not require partnership letters. We do require two letters of recommendation/support. The letters of recommendation/support can be from your partners if you chose but that is not a requirement.

Q19:

We would like to increase the professional linguistic capacity of current clinical psychology graduate students by pairing them with licensed alumni who practice in a language other than English, as well as providing them with educational materials. Would this fall under the current funding mechanism?

A19:

It is difficult to provide a definitive answer without reviewing your complete proposal.

If you decide to apply, you will need to make the case in your application that your proposed approach is responsive to the intent of the RFA. I would suggest reviewing the RFA completely and noting the Scoring Criteria on pages 10-11 to determine if your approach would be competitive.

Q20:

Given that MHSA is one of the funders for the grant and our target geographic area is outside of the interests of the other funders (Rural Health Office and TCE), should our application focus only on mental health professions?

A20:

Focusing 100% of your efforts on promoting mental health careers is not a requirement of the RFA but it is an option. We are unable to advise you one way or the other.

Q21:

We are a current 2014-2015 grantee and will be submitting a grant report in May. I just wanted to make sure that we still qualify to submit a new grant proposal for the current 2015 mini-grant program?

A21:

Yes, as a current grantee you are eligible to apply via RFA 15-4504 per page 15 in the Additional Disclosures section bullet 3.

Q22:

Please advise if the individuals whose names need to be entered in FORM 12 – Grant Information, could be different from those actually working on the grant and whose names need to be entered under personnel in FORM 11 – Budget.

A22:

Yes. The names on the Grant information page could potentially be different depending on your organization structure and decisions related to your proposal.

Q23:

I would like to request an extension to the application deadline for the purposes of submitting my application under RFA 14-5404. Is that possible?

A23:

The Mini Grant Program application period is January 20 – February 20, 2015. Unfortunately, OSHPD is unable to grant extensions.

Q24:

I am experiencing technical issues with the CalREACH system itself (errors messages, missing functionality, technology malfunctions, etc.)

A24:

Please contact the CalREACH help desk for questions about the application technology at: 1-866-449-1425 or azhelpdesk@agatesoftware.com

Please use this hctp@oshpd.ca.gov for questions about the RFA itself.

Q25:

Does Page 14 of the RFA refer only to grantees once the awards have been announced or is it for all applicants?

“When the grantee is a county, city, school district, or other local public body, the grant agreement shall be accompanied by a copy of the resolution, order, motion, ordinance or other similar document from the local governing body authorizing execution of the agreement.”

A25:

You are referencing grant terms and conditions section of the RFA. While applicants should consider these terms and conditions as they make a decision about applying for a Mini Grant, as it is stated the required documentation would be required of grantees with the grant agreement.

Q26:

On page 6 of the RFA, in the bullet regarding "Promoting mental/behavioral health, primary care and other health careers in a variety of settings", three paragraphs numbering #1,#2,#3 below it, all states that the careers to be promoted should include but not be limited to. Does this mean the careers listed are the minimum (i.e. required) ones to promote?

A26:

The short answer to your question is no. You are not required to promote all of the careers listed, however, consider the scoring and evaluation criteria as you craft your application.

Q27:

I have a couple of questions about how participants are counted for the category B grants:

- if a series of workshops are held, are the attendees counted in aggregate or individually? E.g., if 20 people go on day 1; 15 on day 2, of whom 5 were also there on day 1; 25 on day 3, of whom 5 were there on day 1 only, 3 on both days and 5 on day 2 only; 10 on day 4, 2 of whom have been there every day. Does this count as 70 people? Or 50 people?
- If workshops are held, followed by the attendees formally presenting their learning to their classmates, do we count the number who attended the original workshop, or the number in the class at which they presented their learned info?

A27:

Individually. You will need to submit demographic data for each individual participant. For category A that would be a minimum of 100 participants and a minimum of 50 participants for category B awards. However, if you propose to serve more than the minimum in your application, you will be held to that number as a minimum. If you are awarded, your pre and post survey collection and demographic data (as reported in your Final Report) will serve to confirm that you served the numbers you proposed to serve.

Q28:

Can funds be used to provide small honorariums for speakers at conferences?

A28:

Please see budget restrictions on page 8. Funds cannot be used for gifts.

Q29:

If an applicant would like to submit more than two letters of recommendation, how might they do that?

A29:

The applicant may NOT submit more than two letters of recommendation.

Q30:

In regards to the RFA for this year's mini grant I had a questions about the budget. We are proposing to have a seminar for students residing within the Inland Empire. The region is quite vast and we were hoping to provide those participating who had need with either a bus pass or mileage reimbursement. Would this be permissible under the grant?

A30:

Travel expenses for participants is permissible.

Q31:

I am trying to add a member of my staff to the online application system. I am not getting a NEW MEMBER screen to do so.

Please advise.

A31:

Please have the individual register as a new user through the log in screen. Once they receive the approval email you will be able to add them to your document.

Q32:

I am registered and have a username in CalREACH for another OSHPD program and I cannot see The Mini Grant opportunity.

A33:

Being registered for another OSHPD program will not allow you to see Mini Grant funding opportunities. You will need to create a new and unique log-in for The Mini Grants program.

Q33:

For Form-4 Program Objectives and Work Plan Activities, it appears that a table with columns for 1) program start date; 2) program end date; 3) objectives; and 4) work plan activities will be a good way of organizing and presenting the information. Is a table acceptable?

A34:

Unfortunately, table formatting or any other copying and pasting may not be compatible in CalREACH (see RFA page 25, section Copy and Paste into the System) but you are welcome to try to make it work.

Q35:

Regarding Form 1: Target Area: Identify the type of area from which the majority of your participants reside. (options provided: Health Professional Shortage Areas, Medically Underserved Area, Rural Area, Urban/Inner City). What should I select.

A35:

We are looking for what categories your program may fall into (rural, urban or geographically in a HPSA or MUA). For maps of California shortage area got to the bottom of the page at:

http://www.oshpd.ca.gov/HWDD/Shortage_Designation_Prog.html

Q36:

Can we include other primary care roles that are non-clinical (e.g. Finance, IT Administration) as part of our project since these are positions that are also difficult to recruit for in many of our rural and underserved communities.

A36:

RFA does not restrict health care roles. Review Category A/B and additional components (page 5 and 6) and Evaluation and Scoring (starts on page 10). Remember this is a competitive process, make the case that your approach is responsive to the intent of the RFA.

Q37:

In the work plan section, do we need specific dates or can we just list a month as the date.

A37:

Narrative should be responsive to intent of the RFA. Specific details will be required in the work plan (if awarded).

Q38:

In the evaluation section, do we need to include the required pre and post questions?

Answer to this question is on the next page

A38:

All narrative should be responsive to the RFA and specific pre and post, etc. will be required in the final report.

Q39:

If we accidentally opened too many applications, how do we delete the blank ones?

A39:

See page 26 of the RFA Delete and Application.

Q40:

Can funds be used for XXX?

A40:

The proposed budget should meet the intent of the RFA. OSHPD will remove items that aren't allowed (i.e. gift cards) if included and reduce the amount awarded.

Q41:

Please clarify further what kind of information is to be presented in Direct Expenses justification.

A41:

Direct expenses justification field should be used to describe what is included in your direct expenses line items and how the funding will be used.

Q42:

On page 8 "budget restrictions" it mentions "funds cannot be used to supplement the salaries of full time staff of grantee organizations" please clarify what that means.

A42:

An example of supplementing existing staff salaries would be providing a raise to a staff person to assume duties related to proposed Mini Grant Programs activities. We do not allow this.

We do allow release time for existing staff. An example would be hiring a substitute to provide a staff person with time away from current duties (to take on duties related to the proposed Mini Grant activities).

Q43:

Can facility costs include paying for extra custodial services for an event?

A43:

Yes, however funds may not be used to provide a raise to a staff person to assume duties related to proposed Mini Grant Programs activities. We do allow release time for

existing staff. An example would be hiring a substitute to provide a staff person with time away from current duties (to take on duties related to the proposed Mini Grant activities).

