

**Healthcare Workforce Development Division**

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April 22, 2008

Frequently Asked Questions

RFA 07-7333: Health Careers Training Program Mini-Grants

[Questions related to RFA 07-7333 must be submitted in accordance with the instructions found on page 7 of the RFA. All questions must be received in writing no later than April 18, 2008.]

Q: Where can I find a copy of the Request for Application?

A: The application and forms for RFA 07-7333 can be found on our Department's website at: http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html

Q: Can I get a copy of the Request for Application in "word" format?

A: No. The RFA 07-7333 is only offered in ".pdf" format. However, the forms are also available in "word" format and can be found on our Department's website at: http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html

Q: Are there other grant opportunities or scholarships available?

A: Yes. Please see the Tuition and Loan Assistance information found on our Department's website at: http://www.oshpd.ca.gov/General_Info/Healthcare_Workforce.html
(Be sure to check back often as this information is updated frequently.)

Q: When is the deadline to submit an application to RFA 07-7333?

A: The application due date is May 9, 2008 at 3:00pm. Late applications will not be accepted.

Q: What are the requirements for submitting an application?

A: Please see page 7 (RFA Application Submission Requirements) of the RFA 07-7333 for additional information.

Q: Can we use funds to increase staff from part time to full time?

A: Funds cannot be used to supplement the salaries of existing full time staff. However, they can be used to increase staff from part time to full time. Please refer to page 8 (Budget Restrictions) and page 20 (Instructions for Budget Template) of the RFA 07-7333 for additional information.

Q: What is expected in terms of curriculum? Are there best practices that should be implemented? Can we develop our own?

A: There are no restrictions on what type of curriculum may be used. Please see pages 8-10 (Contract Deliverables and Contract Stipulations) of the RFA 07-7333 for additional information.

Q: Can we get your feedback on our idea/proposal before submitting an application?

A: We are not in a position to assist you with developing your ideas or preparing your application. Please refer to the RFA 07-7333 for additional information. While the entire RFA should be reviewed, you may find the following sections particularly helpful in developing your approach:

- Available Funding and Award Categories (starting on page 4)
- Contract Deliverables and Contract Stipulations (starting on page 8)
- Evaluation/Scoring Criteria (page 12)
- Instructions for the Technical Approach Template (page 22)

Q: Would a program that targets students in a non-traditional pipeline be eligible to apply (for example, students who are not in high school or college/university)?

A: Yes. Please see page 6 (Eligible Applicants and Target Participants) of the RFA 07-7333 for additional information.

Q: Who can apply for these Mini-Grants (for example, individuals only or hospitals for their staff)?

A: Proposals will be accepted from public, private non-profit, and private for profit organizations. Individuals are not eligible to apply. Please see page 6 (Eligible Applicants and Target Participants) of the RFA 07-7333 for additional information.

Q: What is the best way to apply?

A: Please see page 7 (RFA Application Submission Requirements) of the RFA 07-7333 for additional information.

Q: Am I applying for funds that I would in turn “award” as a scholarship to eligible employees who are in school or enrolling? Or do I help my employees apply directly?

A: Proposals will be accepted from public, private non-profit, and private for profit organizations. Individuals are not eligible to apply. Please see page 6 (Eligible Applicants and Target Participants) of the RFA 07-7333 for additional information.

Q: Which category best fits our proposal?

A: We are not in a position to assist you with developing your ideas or preparing your application. You have the opportunity to apply for any or all three of the award categories. Please refer to the RFA 07-7333 for additional information. While the entire RFA should be reviewed, you may find the following sections particularly helpful in developing your approach:

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Q: Can a Mini-Grant be used for Medical Interpreter Training?

A: Yes. Please see page 6 (Eligible Applicants and Target Participants) of the RFA 07-7333 for additional information.

Q: Does the project we have in mind meet with the expectations of the RFA?

A: We are not in a position to assist you with developing your ideas or preparing your application. You have the opportunity to apply for any or all three of the award categories. Please refer to the RFA 07-7333 for additional information. While the entire RFA should be reviewed, you may find the following sections particularly helpful in developing your approach:

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Q: Does indirect participation of minority students make our project less attractive for funding consideration?

A: You are encouraged to submit your application based on the requirements outlined in the RFA 07-7333.

During the review process, OSHPD's Evaluation and Selection Committee will verify the presence of required information as specified in the RFA. Applications that are deemed complete will then be accepted and scored using only the established evaluation/scoring criteria contained in the RFA. Applications that are most consistent with OSHPD's goals and expectations will be considered most competitive. Final selections will be made by OSHPD program managers on the basis of which applications best meet OSHPD goals and expectations. OSHPD will also consider geographic locations when making final selections.

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Q: Can we use funds to provide meals for students who qualify for free/reduced lunches during the academic year?

A: Yes. Please refer to page 8 (Budget Restrictions) and page 20 (Instructions for Budget Template) of the RFA 07-7333 for additional information.

Q: Can we apply for more than one Mini-Grant? If so, do they have to be written as separate documents?

A: Yes. You have the opportunity to apply for any or all three of the award categories. A separate application package must be submitted for each award category for which an applicant is applying. Please refer to page 4 (RFA Application Submission Requirements) of the RFA 07-7333 for additional information.

Q: Is this Mini-Grant opportunity offered every year or is this the only time it will be offered?

A: This is a one-time contract opportunity. There is no implied or expressed guarantee of subsequent funding after the initial contract award in 2008. Should additional Mini-Grant opportunities be made available in the future, available funding and award categories may vary.

Q: Can the project budget include a lump sum payment to a degree or certificate granting institution to cover the internal tuition costs of students participating in the project (who are enrolled in one of the institution's courses)?

A: Yes. Please refer to page 8 (Budget Restrictions) and page 20 (Instructions for Budget Template) of the RFA 07-7333 for additional information.

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Q: Should the person selected for the role of Program Director have an advanced degree in a field related to the proposed project? Will applications that indicate the Program Director has a graduate or doctoral degree be more competitive?

A: You are encouraged to submit your application based on the requirements outlined in the RFA 07-7333.

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Q: Will applications that use grant funds to benefit students in a narrow age range, for example only 18-24 year olds, be more or less competitive than applications that use grant funds to benefit a broad age-range of students, for example ages 12 (middle school) to adults?

A: You are encouraged to submit your application based on the requirements outlined in the RFA 07-7333.

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Q: Does the project design have to include activities that target all age groups, including middle school, high school, and college students to be competitive?

A: You are encouraged to submit your application based on the requirements outlined in the RFA 07-7333.

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Q: If an application proposes to expend grant funds to focus on retention efforts directed exclusively at college sophomores, in order to be competitive should the project design also include information, activities or the expenditure of grant funds targeting middle school students? Would an application NOT be competitive if it proposed to ONLY serve sophomores?

A: You are encouraged to submit your application based on the requirements outlined in the RFA 07-7333.

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Q: Would an organization's status as an Equal Opportunity Employer prevent it from receiving grant funds?

A: Each application will be evaluated in accordance with Federal Title V and VII policies, which states the following: "No person shall, on the grounds of race, color, national origin, age, or sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving State financial assistance."

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Q: Are there certain healthcare careers or ladders selected for the focus of experience, curriculum, or academic preparation that would be more competitive than others.

A: No. Please refer to the RFA 07-7333 for additional information. While the entire RFA should be reviewed, you may find the following sections particularly helpful in developing your approach:

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Q: I am currently studying how estrogens can improve cognitive brain function and my research involves animal subjects, not humans. Would the RFA be something that I would qualify for?

A: Proposals will be accepted from public, private non-profit, and private for profit organizations. Individuals are not eligible to apply. Please see page 6 (Eligible Applicants and Target Participants) of the RFA 07-7333 for additional information.

Q: Are we allowed to request funds to provide refreshments at a conference (targeting high school and college students) or is it considered entertainment?

A: Yes. Please refer to page 8 (Budget Restrictions) and page 20 (Instructions for Budget Template) of the RFA 07-7333 for additional information.

Q: Do the page limits apply to references?

A: Support letters from partnering organizations, detailing level and duration of program support, are not part of the Executive Summary (limited to two pages) or the Technical Approach (limited to six pages).

Please refer to the Forms/Templates information (starting on page 13) of the RFA 07-7333 for additional information.

Q: How many letters of support are required?

A: Support letters from partnering organizations, detailing level and duration of program support should be included in your application. However, there is no minimum number listed in the RFA 07-7333. Please refer to the Forms/Templates information (starting on page 13) of the RFA 07-7333 for additional information.

Q: Under Attachment B, it lists the Technical Approach within the Executive Summary. Is the Executive Summary to contain a condensed version of the Technical Approach (separate attachment not to exceed 6 pages) that is also attached?

A: The Executive Summary portion of the Application Form (Attachment B) is separate from the Technical Approach (Attachment D). The Executive Summary, limited to two pages, provides a preview and highlights the proposed program activities. The Technical Approach, limited to six pages, provides the specific details of the proposal. Please refer to the Forms/Templates information (starting on page 13) of the RFA 07-7333 for additional information.

Q: It appears that this year's projects need to 1) introduce participants to a "wide variety of healthcare career options," and 2) "create and/or strengthen educational partnerships, community support, and workforce preparation efforts between middle/high school, higher education, community organizations,..." Does this mean that if we were interested in creating a "Year 2" for our undergrad student outreach program, that focuses on public health education and professional opportunities, that approach wouldn't match the interest of this year's RFA (i.e., target audience needs to include younger and healthcare field needs to be wider)?

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Q: Can we apply for activities in more than one award category totaling \$20,000?

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