

**Healthcare Workforce Development Division**

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Revised Frequently Asked Questions

Health Careers Training Program Mini-Grants RFA 08-9389

(Questions related to Request for Application (RFA) 08-9389 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 1, 2009.)

Q1: Where can I find a copy of the Request for Application?

A: The application and forms for RFA 08-9389 can be found on our website at:
http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html

Q2: Can I get a copy of the Request for Application in “word” format?

A: No. The RFA 08-9389 is only offered in “.pdf” format. However, the forms are also available in “word” format and can be found on our website at:
http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html

Q3: 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

Q4: When is the deadline to submit an application to RFA 08-9389?

A: The application due date is April 14, 2009 at 5:00 p.m. Late or postmarked applications will not be accepted. Please refer to page 3 (You are Invited...) of the RFA 08-9389 for additional information.

Q5: What are the requirements for submitting an application?

A: Please refer to page 7 (RFA Application Submission Requirements) of the RFA 08-9389 for additional information.

Q6: Are the Mini-Grants limited for California Residents only?

A: Yes. Please refer to page 4 (Background/Mission) of the RFA 08-9389 for additional information.

Q7: Can an individual apply for a Mini-Grant?

A: No. Proposals will be accepted from public, private non-profit, and private for profit organizations. Individuals are not eligible to apply. Please refer to page 5 (Eligible Applicants) of the RFA 08-9389 for additional information.

Q8: Can you submit more than one application per organization?

A: Yes. The applicant must submit one (1) original and four (4) copies of the complete application package. A separate application package must be submitted for each award category for which an applicant is applying. Please refer to page 7 (RFA Application Submission Requirements) of the RFA 08-9389 for additional information.

Q9: Does the project we have in mind meet 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 08-9389 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 (starting on page 13)
- Instructions for the Technical Approach Template (page 25)

Q10: The program we would like to fund does not seem to fit any of the categories listed in the RFA. Can we still apply?

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 08-9389 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 (starting on page 13)
- Instructions for the Technical Approach Template (page 25)

Q11: Are we able to apply for a mini-grant for an event that will take place before the contract will begin?

A: No. The funds for the RFA 08-9389 will not be available until after the contract period starts. Please refer to page 6 (Key Dates) of the RFA 08-9389 for additional information.

Q12: How many applicants were funded last year? How many applications did you receive?

A: HCTP funded 8 awards for RFA 07-7333. We received 44 applications.

Q13: What is considered a reasonable project for “Award Category A: Health Career Conferences and/or Workshops” and can we serve more than 100 students?

A: Yes. You can serve more than 100 students. Please refer to page 4 (Available Funding and Award Categories) of the RFA 08-9389 for additional information.

Q14: For “Award Category A: Health Career Conferences and/or Workshops” do you have expectations on the number of conferences or workshops to be supported? If we present one workshop that serves at least 100 participants, will that be satisfactory?

A: This award category focuses on introducing participants to a wide variety of health career options by offering health “career” type experiences. Programs will support 100 or more participants and include presentations by a variety of health professionals as well and incorporate a participant pre- and post-awareness survey of health career options. Please refer to page 4 (Available Funding and Award Categories) of the RFA 08-9389 for additional information.

Q15: Please define a “camp-like” setting as described in “Award Category B: Health Career Exploration”?

A: A camp-like setting refers to the duration of the project and is considered longer than one day (i.e., it may carry over into several Saturday sessions or into one week). This award category focuses on direct engagement of participants in one or more health career options (i.e., hands-on experiences that include direct interaction with health professionals in real/simulated healthcare settings). Category B is different from Category A which focuses on introducing participants to a wide variety of health career options by offering health “career fair” conference type experiences. Please refer to pages 4 and 5 (Available Funding and Award Categories) of the RFA 08-9389 for additional information.

Q16: In “Award Category B: Health Career Exploration” it states that this award will support 50 or more participants. Can the 50 participants be split in half using 25 participants at different stages throughout the contract year?

A: Yes. Support of 50 or more participants can be extended throughout the contract cycle as long as all requirements and deliverables of the contract are met. Please refer to page 5 (Award Category B: Health Career Exploration) of and pages 8 and 9 (Contract Deliverables) of the RFA 08-9389 for additional information.

Q17: For “Award Category C: Health Career Education Pipeline: Staff Development and Support” does the applicant need to submit required letters of support?

A: No. This requirement is for Categories A & B only. Please refer to page 7 (RFA Application Submission Requirements) and to page 9 (Award Category C: Health Career Pipeline: Staff Development and Support) of the RFA 08-9389 for additional information.

Q18: On Attachment C: Budget Template can the name/title of position be listed as vacant if the position is not yet filled?

A: Yes. Include this information in the justification. Please refer to page 23 (Attachment C: Budget Template) of the RFA 08-9389 for additional information.

Q19: Does the Budget Template allow for total project costs on the column heading?

A: Yes. Indicate the total dollar amount required for the entire project on the “*Proposed Personnel Contribution Budget*” line item. Indicate the dollar amount you are requesting or need to assist in completion of the project on the line where it states “*Grant Application Amount of Personnel Contribution Funds Requested from OSHPD*”. Please refer to page 22 (Instructions for Budget Template) and page 23 (Attachment C: Budget Template) of the RFA 08-9389 for more additional information.

Q20: Do we need to include the salaries for existing full-time staff on the Personnel table of the Budget Template?

A: Yes. List salaries for all full-time staff working on the project. Please refer to page 22 (Instructions for Budget Template) and page 23 (Attachment C: Budget Template).

Q21: Can we include an addendum to the Budget Template and include additional personnel staff or are we limited to just four?

A: Yes. The RFA 08-9389 is only offered in “.pdf” format. However, the forms are also available in “word” format and can be found on our website at: http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html. The Budget Template can be modified to fit your needs.

Q22: If student assistants are needed for the project do we list them on the Personnel Budget Template even if they are not paid?

A: Yes. Identify the name and title of the student assistants who will work on this project; the percentage of time and salary; and their travel cost and per diem associated with the project. If the student assistants are not salaried, indicate \$0.00 for the total compensation and specify this in the justification area. Please refer to page 23 (Attachment C: Budget Template) of the RFA 08-9389 for additional information.

Q23: Should we list advisors and volunteers and show as in-kind on the budget template for Personnel Contributions?

A: Yes. Please refer to page 22 and 23 (Instructions for Budget Template and Attachment C: Budget Template) of the RFA 08-9389 for additional information.

Q24: On the Technical Approach Template it states “Include proposed and/or existing partnerships that will result in increased student enrollment and decreased student attrition,” how do we report that if we are already at student capacity?

A: Focus your response on your ability to decrease student attrition. Please refer to page 25 (Instructions for Technical Approach Template) of the RFA 08-9389 for additional information.

Q25: Can meals for students be included in the budget? Is this considered entertainment?

A: Yes, meals for students can be included in the budget. Meals for students are not considered entertainment. Please refer to page 8 (Budget Restrictions) and page 22 (Instructions Budget Template) of the RFA 08-9389 for additional information.

Q26: In partnering with school districts, can elementary schools also be involved?

A: Yes. Educational Partnerships can include elementary schools. Programs will create and/or strengthen educational partnerships, community support, and workforce preparation efforts between middle/high school, higher education, community organizations, government funders, industry/employers, etc. Please refer to pages 4 and 5 (Award Category A and B) and page 11 (Evaluation/ Scoring Procedures) of the RFA 08-9389.

Q27: Can multiple partners apply for this award as a group?

A: Applications must contain all information and conform to the format described in the RFA. Please refer to page 4 (Award Categories A, B, C), page 5 (Who Can Apply?) and to page 8 (Contract Deliverables) of the RFA 08-9389 for additional information.

Q28: Can the time base of a part-time employee, who already has a salary, be increased by 10% to direct the program, project, and/or event?

A: Yes, however funds CANNOT be used to supplement the salaries of existing full-time staff of the contracting organization. Please refer to page 8 (Budget Restrictions) of the RFA 08-9389 for additional information.

Q29: How important is it to identify the high schools we are working with in terms of letters of support?

A: Letters of support from entities that you will partner with throughout the grant period are required for Categories A and B. Please refer to page 7 (RFA Application Submission Requirements) of the RFA 08-9389 for additional information.

Q30: Can funds be used to transport students to and from an event?

A: Yes. Please refer to page 8 (Budget Restrictions) and page 22 (Instructions Budget Template) of the RFA 08-9389 for additional information.

Q31: Can you give examples or descriptions of what kind of projects were funded last year?

A: Please refer to our website *Notice of Intent to Award* for RFA 07-7333 at http://www.oshpd.ca.gov/HWDD/pdfs/intent_award07-7333.pdf

Q32: We are seeking funds for students who have been chosen to be part of a mentoring program for other students. Does this program meet with the expectations of “Award Category B: Health Career Exploration”?

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 page 5 (Award Category B: Health Career Exploration) of the RFA 08-9389 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 (starting on page 13)
- Instructions for the Technical Approach Template (page 25)

Q33: Can we receive copies of the application, progress report and final report for the Mini-Grant Award Recipient for RFA 06-7013, Award Category D: Case Management for Students awarded to the Regents of the University of California (San Francisco, Fresno - Doctor’s Academy)?

A: Yes. This information is available on our website at:
http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html

Q34: Where on the website are the answers to other grant seekers questions? I was under the impression that all answers would be posted somewhere on the website so that all grant seekers could have access to previous questions and their respective answers, but I cannot find this area and likewise am worried I will not find the answers to my questions.

A: The answers to the questions will be posted on April 1, 2009 and April 7, 2009. Please visit our website at:
http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html .

Q35: Last year, we applied for HCTP mini grant and were declined because we did not include resumes of key personnel. For this year, again, the application instructions do not require us to attach resumes, but says they are accepted. Then, in the Evaluation/Scoring Criteria for Award Category A & B in the Experience and Sustainability section A, it says that Personnel resumes are provided. So, are resumes required? Or just helpful?

A: Based on the RFA requirements resumes are required. Please include personnel resumes as an attachment. Please refer to pages 8 and 9 (Contract Deliverables), pages 13 and 14 (Evaluation/Scoring Criteria) and page 25 (Instructions for Technical Approach Template) of the RFA 08-9389 for additional information.

Q36: On the budget, do you only want to see costs for what we are requesting of OSHPD HCTP to support? For example, let’s say our program’s total cost is \$100,000 but we are only asking for OSHPD HCTP to fund \$15,000 for the cost of a consultant. Would we only list \$15,000 - consultant, and not list other expenses such as existing staff salaries which we are covering?

A: Indicate the amount needed for the consultant and total dollar amount for the entire project on the Budget template. Indicate the dollar amount you are requesting as part of your application on the line where it states Funds Requested from OSHPD. Please refer to pages 22 and 23 (Instructions for Budget Template and Attachment C: Budget Template) of the RFA 08-9389 for additional information.

Q37: Does the 6 page maximum for the Technical Approach include supportive documents such as agendas, brochures, letters of support, articles, etc.? Also, when will the FAQs link be available? Thank you for your time.

A: No. The Technical Approach is limited to 6 pages. Supportive documents such as agendas, brochures, letters of support, and articles can be attached as separate documents. Please refer to pages 13 and 14 (Evaluation/Scoring Criteria), page 16 (Attachment A: Final Checklist Form) and pages 25 and 26 (Instructions for Technical Approach Template and Attachment D: Technical Approach Template) of the RFA 08-9389 for additional information.

The answers to the questions will be posted on April 1, 2009 and April 7, 2009.

Please visit our website at:

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

Q38: If we are hiring personnel for the project but currently do not know who will be assigned to the project, will this count against them if they do not provide resumes for these individuals?

A: No. However, applications must contain all information and conform to the format described in the RFA. It is the applicant's responsibility to provide all necessary information for OSHPD to evaluate the application, verify information contained in the application, determine the applicant's ability to perform the tasks and activities as described in the application, and adhere to the proposed budget. Please refer to page 7 (RFA Application Submission Requirements) and pages 13 and 14 (Evaluation/Scoring Criteria) of the RFA 08-9389 for additional information.

Q39: Two different Departments within the university are applying for mini-grants. One department is applying for Categories A & B with population of interest towards 9th, 10th, and 11th graders. The other department is applying for Categories B & C with the population of interest towards freshman. Is it okay to apply from the same school but from different departments? Or is this a conflict?

A: No, it is not a conflict. Your university can apply multiple times for any or all of the categories. A separate application package must be submitted for each award category for which an applicant is applying. Please refer to page 7 (RFA Application Submission Requirements) of the RFA 087-9389 for additional information.

Q40: Last year we had no problem sending in an application which combined the *Executive Summary* and *The Technical Approach*. Can we do that this year as long as we indicate each item which will be outlined in the application?

A: No. The Executive Summary is limited to two (2) pages. The Technical Approach provides specific details of the proposal and is limited to six (6) pages. Please refer to the guidelines as directed on page 21 (Executive Summary) and page 25 (Instructions for Technical Approach Template) of the RFA 08-9389 for additional information.

Q41: Are we allowed to use the funding for conferences that are held out of the state we live in?

A: No. Funds for conferences are to be held within the state of California. Please refer to page 4 (Background/Mission) of the RFA 08-9389 for additional information.

Q42: What is the time limit for using the funding for conferences?

A: Funds must be used during the contract period. Please refer to page 6 (Key Dates) of the RFA 08-9389 for additional information.

Q43: My colleague and I are having a little friendly disagreement about Award Category B: Health Career Exploration. Is this category only limited for the middle school and high school population? Will a proposal focused on the undergraduate population not be acceptable? I don't see anywhere in the text where it says that this category is population specific. Please let us know otherwise it will determine whether we should continue writing for this grant or not.

A: Category B is not limited to middle school and high school students. A proposal focused on the undergraduate population is not excluded. Please refer to page 5 (Award Category B: Health Career Exploration) of the RFA 08-9389 for additional information.

Q44: We are a current grantee of last year's funding mechanism. We have disseminated health careers information to hundreds of individuals at conferences throughout the San Diego region. We have a system in place and have learned a lot from this year's implementation. Will we be eligible to apply again for this cycle with a slightly modified proposal?

A: Having received a prior award does not guarantee that you will be awarded nor does it exclude you from being awarded this year. Please refer to page 5 (Who Can Apply?) and to page 8 (Contract Deliverables) of the RFA 08-9389 for additional information.

Q45: On your form, you state the maximum budget is \$15,000, but if you are putting on a conference for 2000 students, can the budget of the program be larger and use the grant funds from OSHPD to offset the cost? No one organization or grant can fund our conferences and programs, because they have gotten too big.

A: Yes. In "Award Category A: Health Career Conferences and/or Workshops"

(\$12,000 award), OSHPD grant funds can offset the cost of a conference if the budget of the program is larger than \$12,000. Indicate the total dollar amount for the entire project on the budget template. Indicate the dollar amount requested as part of the application on the line where it states Funds requested from OSHPD. Please refer to page 4 (Available Funding and Award Categories) and to pages 22 and 23 (Instructions for Budget Template and Attachment C: Budget Template) of the RFA 08-9389 for additional information.

Q46: The Executive Summary is limited to two (2) pages, however the Experience and Sustainability section asks for personnel resumes. Traditional resumes would be very lengthy and would not fit the guidelines. Please give an example of “personnel resumes”.

A: The Experience and Sustainability section on page 21 (Executive Summary) does not require resumes. However, resumes are required as an attachment to the application. They can be attached as separate documents. Please refer to pages 13 and 14 (Evaluation/ Scoring Criteria), pages 16 and 17 (Attachment A: Final Checklist Form and Instructions for Application Form), and pages 25 and 26 (Instructions for Technical Approach Template and Attachment D: Technical Approach Template) of the RFA 08-9389 for additional information.