

**Healthcare Workforce Development Division**

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Frequently Asked Questions Health Careers Training Program Mini-Grants RFA 09-9557

(Questions related to Request for Application (RFA) 09-9557 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 25, 2010.)

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

A: The application and forms for RFA 09-9557 is located 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 09-9557 is only offered in “.pdf” format. However, the forms are available in “word” format and can be found on our website at:
http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html

Q3: When is the deadline to submit an application to RFA 09-9557?

A: The application deadline due date is April 15, 2010 at 5:00 p.m. *Late, incomplete or postmarked applications will not be accepted.* Refer to page 3 (You are Invited...) of the RFA 09-9557 for additional information.

Q4: Are the Mini-Grants limited for California Residents only?

A: Yes. Refer to page 4 (Background/Mission) of the RFA 09-9557 for additional information.

Q5: 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. Refer to page 4 (Background/Mission) of the RFA 09-9557 for additional information.

Q6: Can an individual apply for a Mini-Grant?

A: No. Individuals are not eligible to apply. Proposals will be accepted from public, private non-profit, and private for profit organizations. Refer to page 5 (Who Can Apply?) of the RFA 09-9557 for additional information.

Q7: How many applicants were funded last year? How many applications did you receive?

A: HCTP funded 11 awards for RFA 08-9389 and received 51 applications. A list of the past awardees can be found on our website at:
http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html.

Q8: 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 09-9557 will not be available until after the contract period starts. Contract begins June 17, 2010 and ends June 30, 2011. Refer to page 6 (Key Dates) of the RFA 09-9557 for additional information.

Q9: Our premedical student conference targets undergraduate students in community colleges and four-year institutions. We partner with a variety of groups, but have not included high school students given the focus of the workshops. Is this lack of a high school partner reason for ineligibility? We have partners in all of the other categories.

A. No. Programs that strengthen educational partnerships can include community support, workforce preparation efforts between middle/high school, higher education, community organization, government funders, industry/employers, etc. but does not need to include all these entities. Award Category A focuses on participants who will be exposed to a wide variety of health career options by offering health “career fair” type experiences. Refer to pages 4 & 5 (Award Category A & B) and page 12 (Evaluation/Scoring Criteria) of the RFA 09-9557).

Q10: 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: You can serve more than 100 students. 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 of the award categories. Refer to page 4 (Available Funding and Award Categories) of the RFA 09-9557 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 25)

Q11: 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. Refer to pages 4 and 5 (Available Funding and Award Categories) of the RFA 09-9557 for additional information.

Q12: 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. Refer to page 5 (Award Category B: Health Career Exploration) and pages 8 & 9 (Contract Deliverables) of the RFA 09-9557 for additional information.

Q13: Is Award Category B: Health Career Exploration only limited for the middle school and high school population? Will a proposal focused on the undergraduate population not be acceptable?

A: Category B is not limited to middle school and high school students. A proposal focused on the undergraduate population is not excluded. Refer to page 5 (Award Category B: Health Career Exploration) of the RFA 09-9557 for additional information.

Q14: In partnering with school districts, can elementary schools also be involved?

A: Yes. Educational Partnerships can include elementary schools. Programs that strengthen or create educational partnerships, community support, and workforce preparation efforts between middle/high school, higher education, community organizations, government funders, industry/employers, etc. are not excluded. Refer to pages 4 & 5 (Available Funding and Award Categories) and page 12 (Evaluation/Scoring Criteria) of the RFA 09-9557.

Q15: Can you submit more than one application per organization?

A: Yes. You can apply multiple times for any or all of the categories. 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. Refer to page 7 (RFA Application Submission Requirements) of the RFA 09-9557 for additional information.

Q16: 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 of the award categories. Refer to the page 4 (Available Funding and Award Categories) of the RFA 09-9557 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 (starting on page 8)
- Evaluation/Scoring Criteria (page 12)
- Instructions for the Technical Approach Template (page 25)

Q17: 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 both of the award categories. Refer to the RFA 09-9557 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 (starting on page 8)
- Evaluation/Scoring Criteria (page 12)
- Instructions for the Technical Approach Template (page 25)

Q18: Do we need to include the salaries for existing full-time staff in the Personnel Budget Costs?

A: Yes. List salaries for all full-time staff working on the project; the percentage of time and salary; and their travel cost and per diem associated with the project. Refer to page 20 (Instructions for Budget Template) and page 22 (Attachment C: Budget Template).

Q19: On the Budget Template, do you only want to see costs for what we are requesting of OSHPD to support? For example, our program's total cost is \$100,000 but we are only asking OSHPD to fund \$12,000 for the cost of a consultant. Would we only list \$12,000 - consultant, and not list other expenses such as existing staff salaries which we are covering?

A: No. Indicate the total dollar amount you are requesting as part of your application for Personnel Budget Costs on the line where it states "*Total Amount of Proposed Personnel Budget Costs Needs for Entire Project*" and on the line where it states "*Total Amount of Personnel Funds Requested from OSHPD.*"

Also, indicate the total dollar amount you are requesting for consultants on the line where it states “Total Amount of Proposed Consultant Budget Costs Needed for Entire Project” and on the line where it states “Total Amount of Consultant Funds Requested from OSHPD”. Refer to pages 20 & 21 (Instructions for Budget Template) and Page 22 (Attachment C: Budget Template) of the RFA 09-9557 for additional information.

Q20: Can we include an addendum to the Attachment C: Budget Template and include additional personnel staff or are we limited to just four?

A: Yes. The Budget Template can be modified to increase the number of lines needed to submit information. The RFA 09-9557 is only offered in “.pdf” format however the forms are available in “word” format and can be found on our website at:
http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html.

Q21: If student assistants are needed for the project do we list them on the Personnel Budget Costs 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. Refer to page 22 (Attachment C: Budget Template) of the RFA 09-9557 for additional information.

Q22: Should we list non-salaried advisors and volunteers as in-kind on the Attachment C: Budget Template Personnel Budget Costs table?

A: Yes. Identify the name and title of the advisors and volunteers 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 advisors and volunteers are not salaried, indicate \$0.00 for the total compensation and specify this in the justification area. Refer to page 20 (Instructions for Budget Template) and page 22 (Attachment C: Budget Template) of the RFA 09-9557 for additional information.

Q23: 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. Refer to pages 7 & 8 (Budget Restrictions) of the RFA 09-9557 for additional information.

Q24: In Category A it states the maximum budget is \$12,000, 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?

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 “Grand Total Budget Amount Needed for Entire/Project” and “Grand Total Dollar Amount of Funds Requested from OSHPD” in the Budget Total. Refer to page 4 (Available Funding and Award Categories) and to pages 20, 22 & 23 (Instructions for Budget Template and Attachment C: Budget Template) of the RFA 09-9557 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. No. Meals for students are not considered entertainment. Refer to pages 7 & 8 (Budget Restrictions) and page 20 (Instructions for Budget Template) of the RFA 09-9557 for additional information.

Q26: Can funds be used to transport students to and from an event?

A: Yes. Please refer to pages 7 & 8 (Budget Restrictions) and page 20 (Instructions for Budget Template) of the RFA 09-9557 for additional information.

Q27: Does the (six) 6 page maximum for the Technical Approach include supportive documents such as letters of support, resumes, program agendas, brochures, and articles etc.?

A: No. The Technical Approach is limited to (six) 6 pages. Supportive documents such as agendas, brochures, letters of support, and articles can be attached as separate documents. Refer to page 12 (Evaluation/Scoring Criteria), page 14 (Attachment A: Final Checklist Form) and pages 25 & 26 (Instructions for Technical Approach Template and Attachment D: Technical Approach Template) of the RFA 9-9557 for additional information.

Q28: 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: Indicate that you are already at student capacity and focus your response on your ability to decrease student attrition. Refer to page 25 (Instructions for Technical Approach Template) of the RFA 09-9557 for additional information.

Q29: Can the *Executive Summary* and *The Technical Approach* be combined 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. Refer to the Executive Summary on page 19 (Attachment B: Application Form) and page 25 (Instructions for Technical Approach Template) of the RFA 09-9557 for additional information.

Q30: Are resumes required?

A: Yes. Resumes are required. Include personnel resumes as an attachment. Refer to page 7 (Application Submission Requirements), pages 8 & 9 (Contract Deliverables), page 12 (Evaluation/Scoring Criteria) and page 25 (Instructions for Technical Approach Template) of the RFA 09-9557 for additional information.

Q31: 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. Refer to page 7 (RFA Application Submission Requirements) of the RFA 09-9557 for additional information.

Q32: What is the time limit for using the funding for conferences?

A: Funds must be used during the contract period beginning June 17, 2010 and ending June 30, 2011. Refer to page 6 (Key Dates) of the RFA 09-9557 for additional information.

Q33: 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 19 (Executive Summary) does not require resumes. However, resumes are required as an attachment to the application. They can be attached as separate documents. Refer to pages 10 & 11 (Evaluation/Scoring Procedures), page 14 (Attachment A: Final Checklist Form), page 15 (Instructions for Application Form), and pages 25 & 26 (Instructions for Technical Approach Template and Attachment D: Technical Approach Template) of the RFA 09-9557 for additional information.

Q34: Can a prior grantee be eligible to reapply for this cycle?

A: Having received a prior award does not guarantee that you will be awarded nor does it exclude you from being awarded this year. Refer to page 5 (Who Can Apply?) and to pages 8 & 9 (Contract Deliverables) of the RFA 09-9557 for additional information.

Q35: Are there page limits to the application?

A: Yes. The Executive Summary is limited to two pages and the template is located on page 19. The Technical Approach is limited to 6 pages and the template is located on pages 25 & 26 of the RFA 09-9557. Brochures, resumes, agenda, etc. are considered separate items and can be attached to the RFA with no page limit.

Q36: Last year there was a \$12,000 award restriction, why were some entities awarded more funds?

A: In last year's RFA 08-9389 there were three award categories. Funding availability for each category varied based on the type of programs offered. Funding ranged from up to \$8,000 for Award Category C, up to \$12,000 for Award Category A, and up to \$15,000 for Award Category B. For more information about RFA 08-9389, visit our website at: http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html.

Q37: 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 supporting 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. Refer to page 5 (Award Category B: Health Career Exploration) and pages 8 & 9 (Contract Deliverables) of the RFA 09-9557 for additional information.

Q38: What are the data collection requirements for Award Category B? As stated in the *Contract Deliverables*, located on page 9 of the RFA 09-9557, data requirements include names, age, gender, race, or ethnicity, resumes, outreach and recruitment plans, surveys, presentation materials, photos, attendance records, and budget costs, etc. This information assists OSHPD with final assessment reporting and evaluation for continuation of this program.

Q38: In Award Category B, can funds be available for students interested in health career programs and for students who are currently in the health professions? Yes. This award category is available to participants who want to experience direct interaction with health professionals in real/simulated healthcare settings. Refer to page 5 of the RFA 09-9557 for more information.

Q40: In Award Category B, can distance learning education or learning through video conference be acceptable? Nothing in the RFA precludes this approach. However, this category offers hands-on experiences in a camp-like setting that includes direct interaction with health professionals in real/simulated health care settings. You will need to explain what you are proposing and show how using that intent meets the requirement of the direct interaction with health professionals in real/simulated health care settings. Refer to page 5 of the RFA 09-9557 for more details.

Q41: Is there a page limit for the final report?

A: No. There are no page limits for the final report.

Q42: On page 18 of the RFA, OSHPD is requesting previous funding contract information. What is the reason for this inquiry?

A: If your organization has received a prior OSHPD award, OSHPD may review the contract language that has already been negotiated with your organization. This eliminates delays in processing the contract.

Q43: OSHPD requests the last four digits of the social security numbers for participants but we are not sure our partners will submit this information. Is this data needed?

A: Yes. If the participants are not able to submit the SSN's, submit participant ID number and/or birthdate. Refer to page 9 of the RFA 09-9557 for more information.

Q44: Our organization would like to host a pre-med conference but we do not partner with high schools. Of those partners listed in Category A, how many need to be included in the proposal?

A: The partners listed on page 4, middle/high school, higher education, community organizations, government, funders, and industry/employers, etc., are examples of partnership types. There is no specific number that you are required to partner with. However, this is part of the evaluation and scoring process. You will need to explain how the partners you mention relate to your proposal. To ensure that your proposal meets the evaluation and scoring criteria refer to page 12 (Evaluation/Scoring Criteria), page 19 (Executive Summary), and page 25 (Technical Approach) of the RFA 09-9557 for more details.

Q44: Are you required to have medical liability insurance for this program?

A: The RFA does not address this issue. It is not used as a scoring criterion. This language is contained in the California Standard Contract Language provided by the Department of General Services (DGS) Legal Services at the following link <http://www.ols.dgs.ca.gov/Standard%20Language/default.htm>. Refer to the following document Contractor Certification Clauses 307 (CCC.307) in the section *Doing Business with the State of California*, Item 2., Labor Code/Workers/Compensation for more details.

Q46: In Award Category A, it references participants, but on page 5 it states targeted activities are for students. What about counselors or pipeline coordinators, can they be considered as participants?

A: You will need to explain what you are proposing and demonstrate how using this approach meets the intent of the RFA. Specifically, in Award Category A, describe how you will introduce participants and students to a wide variety of health career options by offering health "career fairs", conferences, and/or workshops. Refer to the background and mission of RFA which is located on pages 4 & 5 (Who Can Apply?) of the RFA 09-9557 for more information. To ensure that your proposal meets the evaluation and scoring criteria, refer to pages 4 & 5 (Who Can Apply?), page 12 (Evaluation/Scoring Criteria), page 19 (Executive Summary), and page 25 (Technical Approach) of the RFA 09-9557 for more details.

NOTE: Additional questions and answers will be posted by April 5, 2010 via the website: http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html