

OSHPD Office of Statewide Health Planning and Development**Healthcare Workforce Development Division**

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**Workforce Education and Training (WET)
Public Mental/Behavioral Health Pipeline Program
Request for Application (RFA) # 16-7565
Questions and Answers – February 17, 2017**

Question 1: We are interested in submitting an application for RFA #16-7565. However, we were unable attend the mandatory pre-application conference or send someone in my place. Could we have a list of pre-application conference participants who did attend the conference?

Answer 1: As stated in the RFA, the pre-application conference was mandatory. No application will be accepted unless the applicant or an authorized representative attends the mandatory conference. Below is the list of the conference participants.

- AAMFT-CA Division
- Alameda County Office of Education
- Alliant International University
- Azusa Pacific University
- Behavioral Health and Recovery Services -- Mendocino
- Bonita House (Casa Ubuntu)
- California Institute for Behavioral Health Solutions
- California Institute of Integral Studies
- California Youth Connection
- California Youth Empowerment Network (CAYEN)
- Coachella Valley Economic Partnership
- Crossroads Diversified
- CSU Chico, School of Social Work
- Diversity in Health Training Institute
- Exodus Recovery
- Felton Institute
- First 5 Solano
- Grossmont Union High School District Health Career Pathway Programs
- Health Professions High School SCUSD
- Health Sciences High & Middle College and Middle School (HSHMC, Inc)
- Humboldt State University
- Inland Health Professions Coalition -Reach Out
- JFK University Community Counseling Centers
- Kiana Cornish

- KidsFirst
- La Familia Counseling Center, Inc.
- Mental Health Association of SF
- MHA LA
- MHA of California
- NAMI California
- NAMI San Diego
- Oakland Unified School District
- Olivia Loewy and Associates
- Relationships Happen
- San Diego Youth Services
- Seneca Family of Agencies
- Solano County Office of Education
- Sonoma County DHS
- Stanford Youth Solutions
- Sterling Solutions
- UC Berkeley School of Social Welfare
- UC San Diego
- UCSF Alliance Health Project
- United Cambodian Community, Long Beach
- Ventura County Behavioral Health

Question 2: Need clarification on the formatting requirements.

- a. Should the entire application, including the forms be double-sided?
- b. Are there any page limits on the overall proposal or on any specific sections of the proposal?
- c. Is there a font size or font preference?

Answer 2: The RFA does not specify page limits, font size or spacing, margins, or page numbering. Due to limited space, we can recommend to print double-sided. Please refer to Section D. Developing an Application, Section F, required attachments, and Attachment 4-Required application components. There are no specific formatting requirements. However, you must be responsive to the RFA in its entirety and use the templates and tables provided to answer questions in the order they are asked.

Question 3: The quarterly reports are how the RFA states payment is received. However, in Section V. of the quarterly progress reports on pg. 40, program participant demographics are asked to be reported using information gathered from Appendix 2, Participant Demographic Information Survey on pg. 36-37 of the RFA. This Appendix 2 Survey states that “while it is optional, OSHPD kindly request completion.” Although on pg. 26 #2 it states the following: The Grantee shall administer a demographic survey that OSHPD has developed to give individuals receiving and participating in the activities provided by the Grantee. The demographic survey template is in Appendix 2, Participant Demographic Information Survey. The results of this demographic survey shall be reported in the quarterly progress reports. The fact that the RFA states the survey is optional in Appendix 2 and then that the Grantee “shall administer” the survey

and report its findings on the quarterly progress report for payment is inconsistent. Thus, is the participant demographic survey truly optional, making it optional in the progress report as well? Please clarify.

Answer 3: Yes, the survey is anonymous and it is optional for the participants. OSHPD requests the completion of the survey by the program participants. As stated on page 26, D.2. of the Sample Grant Agreement, "The Grantee shall administer a demographic survey that OSHPD has developed to give to individuals receiving and participating in the activities provided by the Grantee." The organization shall administer the survey and report the survey results in the progress reports. However, it is optional for the individual participants of the program to complete the survey.

Question 4: Is the participant demographic survey on pg. 36-37 of the RFA to be given to the grantees chosen RFA target population (participants)? Please clarify who this survey is intended for.

Answer 4: As stated in answer #3, survey is for individuals participating in the activities provided by the Grantee under this program.

Question 5: At the Mandatory Pre application Conference, the facilitator mentioned Attachment 5 Sample Rate Proposal Worksheet must be consistent with the rate structure in Attachment 8 but there is no Attachment 8 in RFA. Which attachment did the facilitator mean to state?

Answer 5: The submitted Rate Proposal Worksheet shall be consistent with the rate structure in Attachment 5. There is no Attachment 8 in the RFA.

Question 6: Can an organization submit more than one proposal for this RFP?

Answer 6: Only one grant application per applicant will be accepted for this RFA. However, an applicant may modify an application after its submission by withdrawing its original application and resubmitting a new application prior to the final submission deadline as set forth in the Section E. Application Requirements and Information, item 1. Key Action Dates. Application modifications offered in any other manner, oral or written, will not be considered. Please review application submission requirements located in Section E.3. located on pages 8-9.

Question 7: Is there an editable document available or do you want us to reproduce the attachments for our application?

Answer 7: The WET program can make the RFA available in a Word version upon request. Please send a separate email to OSHPD.MHSAWET@oshpd.ca.gov requesting a Word version of the RFA and WET staff will respond within 1-3 business days.

Question 8: Can a program be research based? That is, can the program be solely focused on understanding how to bolster existing and/or future pipeline programs, or does there need to be a program delivery piece?

Answer 8: No, this RFA will fund organizations that will construct region or community specific programs, such as “Grow-Your-Own Models,” that either implement new or supplement existing pipeline programs or coursework for a proposed target population, which may include the following: high schools, adult education, regional occupational programs, colleges and universities. Please review section B “Purpose and Description of Services” on page 3 of the RFA.

Question 9: I came to the mandatory meeting and wrote down one organization I represent. Can I submit a proposal under a different organization name than the one I signed for during the mandatory meeting?

Answer 9: No, page 8 Section 2. b. states “Each authorized representative may only sign in for one potential applicant”