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Frequently Asked Questions
Health Careers Training Program Mini-Grants RFA 11-2450

(Revised as of February 27, 2012)

(Questions related to HCTP Mini-Grants Request for Application (RFA) 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 February 27, 2012.)

Q1: **It says there is a Technical Assistance conference (TA) call scheduled for February 15, 2012 on the announcement but what is the number?**

A: The TA call-in number is 1-888-808-8526 and the participant passcode is 233068. This information can also be located on page 3 of the RFA.

Q2: **Is there a special process to register for the Technical Assistance Conference (TA) call or do we just call a specific number?**

A: You do not have to register for the TA call but do need the following numbers to enter the call:

- Call-in number: 1-888-808-8526
- Participant passcode: 233068

For this call it would be helpful to download the HCTP RFA 11-2450 with the attached sample Survey Monkey application which can be located at: http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html.

Q3: **I am interested in learning more about the funding opportunities and would like to participate in the conference call on February 15, 2012. Can you please send me the specifics about the phone call so that I can join in?**

A: The conference call has been scheduled for Wednesday, February 15, 2012, from 10:00 a.m. - 11:00 a.m. The call-in number is 1-888-808-8526 and the participant passcode is 233068.

Please download the RFA instructions along with the sample Survey Monkey application. This will assist in completing the online application which can be located at the HCTP Mini-Grants website: http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html.

Q4: **I was unable to access the technical assistance conference call today using the participant passcode listed in the RFA. The access code of "233068" was incorrect, according to the AT&T automated message. Will there be another technical assistance call held? Or will a recording of the call be available on the OSHPD website?**

A: The access code - 233068 has always been the participant code number. We will need to speak with our Business Services Section regarding this matter and apologize for any inconvenience this may have caused you. There will not be an additional technical assistance call; however, written questions will be accepted through the end of business today. A recording of the call will not be available on the OSHPD website.

All questions from today's TA call, as well as those that have been received in writing, will be posted to the HCTP Mini-Grants website within the next two business days. This will give you an opportunity to review the questions. We will accept technical questions regarding the Survey Monkey application through March 15, 2012, but we will no longer answer any questions regarding the RFA process.

Q5: **Will the conference call be archived for those of us who have conflicts and are unable to listen on the February 15th Technical Assistance Conference call?**

A: The conference call will not be recorded; however, Frequently Asked Questions (FAQs) from this call will be posted to the HCTP Mini-Grants website for review within the next two business days. Any questions prior to this call will also be added to the FAQs. For additional information and to download the RFA and the sample Survey Monkey application, please visit our website at: http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html.

Q6: **Where on the website are the questions? Is there a link posted?**

A: Questions from the Technical Assistance Conference call will be posted within the next two business days. Any questions prior to this call will also be added to the FAQs.

Q7: **Will people from today's call be identified?**

A: No. The names of the callers are for internal purposes only in case further responses and inquiries are needed.

Q8: **What is the application deadline date?**

A: The application deadline date is on Thursday, March 15, 2012 at 5:00 p.m. Refer to Key Dates on page 6 of the HCTP Mini-Grants RFA 11-2450.

Q9: T**he application states that the deadline due date is March 15, 2012, by 5:00 p.m. but it does not state if this is Pacific Standard Time or Eastern Standard Time.**

A. The application is due on March 15, 2012 by 5:00 p.m. Pacific Standard Time and not Eastern Standard Time. Refer to page 6 of the RFA for additional "Key Dates" for the program.

Q10: **Is the application available in template form?**

A. Yes. A sample of the Survey Monkey has been provided in the HCTP Mini-Grants RFA 11-2450 and can be located in the RFA after page 15. All applications will be submitted through the online Survey Monkey system.

Q11: **Can a prior grantee be eligible to reapply for this cycle?**

A: Having a prior award does not guarantee that you will be awarded nor does it exclude you from being awarded this year. Your applicant will be treated as a first time applicant. Refer to page 5 of the RFA "Eligible Applicants".

Q12: **Can one organization submit multiple applications?**

A: Yes. There is no limit to the number of applications an organization can submit. However, for each application, a separate application must be submitted, per each award category. Refer to page 5 of the RFA "Eligible Applicants".

Q13: **Where can I find a list of previous awardees?**

A: A list of previous awardees is located at the HCTP Mini-Grants website in the "Past HCTP Mini-Grants Awardees" Section titled as *Intent to Award* or *Awardees.*

Q14: **In reviewing last year's awardees, it does not show any school district awardees. Why?**

A: It depends on who submits and signs the application. It is possible that schools and school districts were part of a partnership, just not the lead entity who submitted the application.

Q15: **Do we submit our application through our school district or with our foundation?**

A: It depends on who submits and signs the application. Refer to pages 42 and 43 of the Survey Monkey application, in Section 6, "Verification of Information".

Q16: **We are searching for support for our health program at a high school level but are not sure if we qualify as an applicant. We offer one traditional semester but would like to increase the rigor of the course, offer some on-line opportunities and make a stronger connection with our local hospital. I see that there has not been a school district as a recipient in the past. Does our school fit the guidelines to apply for the RFA 2011-2012?**

A: You will need to explain what you are proposing and demonstrate how using this approach meets the intent of the RFA. While the entire RFA should be reviewed, you may find the following sections particularly helpful in developing your application and to ensure your program meets the intent of the RFA:

- Available Funding and Award Categories starting on page 4
- Contract Deliverables starting on page 8
- Evaluation/Scoring Procedures starting on page 11
- Technical Approach Instructions located in the sample Survey Monkey starting on pages 9 - 25
- Budget Instructions located in the sample Survey Monkey starting on pages 26 - 43

Q17: **Our organization operates healthcare training programs for high school students and we're interested in applying for a grant to expand our work-based learning opportunities for our healthcare students. Can you send me information on the new round of Mini-Grants?**

A: The HCTP Mini-Grants Request for Applications 11-2450 is available on the HCTP Mini-Grants website located at: http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html.

Q18: **We are a K-12 school district working with an informal community consortium (including our local hospital, Regional Opportunity Program, healthcare practitioners, and staff at our local college and CSU who teach in the medical careers field) to implement a health careers pathway in our local high schools. We hope that the middle schools will eventually feed into it. In reading through some of the application materials and lists of previous awardees, it doesn't appear that any K-12 school districts have been awarded grants. Are school districts eligible, working as a part of the collaborative outlined above - or should the applicant be a hospital or an institute of higher education?**

A: Proposals will be accepted from public, private non-profit and private for-profit organizations located within the State of California. Programs that create or strengthen entities such as: educational partnerships, community support, and workforce preparation efforts across middle school, high school, higher education, community organizations, government, funding organizations and employers. You will need to explain what you are proposing and demonstrate how using this approach meets the intent of the RFA. Refer to pages 4 and 5, "Award Categories" and "Eligible Applicants".

Q19: **We offer a free C.N.A. Training to the public year round; do we qualify to submit an application for a grant? Our classes are very diversified in different cultures and we do not require a high school education to get into the program, they just need to pass a 4th to 5th grade math/English quiz.**

A: You will need to explain what you are proposing and demonstrate how using this approach meets the intent of the RFA. If you are referring to Category B, which requires 50 participants, this can be extended or spread throughout the contract cycle as long as contract

deliverables have been met as described on pages 8 and 9 of the RFA. While the RFA should be reviewed in its entirety, you may find these sections helpful in developing your application:

- Available Funding and Award Categories starting on page 4
- Eligible Applicants starting on page 5
- Contract Deliverables starting on page 8
- Survey Monkey Sample starting on page 15

You may want to attend the Technical Assistance conference call tomorrow from 10:00 – 11:00 a.m. The call in number is 1-888-808-8526 and the participant code is 233068. We will be reviewing the RFA and Survey Monkey applications along with questions.

Q20: Is there a preference for comprehensive curricula that lead to CLINICAL positions, vs. other health careers (e.g., HIT, Case Management in the PCMH environment, etc.)?
A: No preference. All health careers are acceptable.

Q21: As the second largest FQHC in the US, we often find that the "job difficulty" for us arises just <u>above</u> the entry level positions, (i.e., one can recruit to the lowest paying jobs with little trouble, but one hopes to promote those individuals to the next tier of jobs - which require skills that the entry level employees may not have). Such skills could be developed with an appropriate Health Career Exploration curriculum that equips the entry-level staff with the skills they'll need to succeed at higher-paying jobs with greater responsibility. (This could also help with employee retention and inherently create additional entry level openings). Is OSHPD willing to entertain health careers training proposals that occur a "step above" entry level?
A: No preference. You will need to explain what you are proposing and demonstrate how using this approach meets the intent of the RFA. While the RFA should be reviewed in its entirety, you may find these sections helpful in developing your application:

- Available Funding and Award Categories starting on page 4
- Eligible Applicants starting on page 5
- Contract Deliverables starting on page 8
- Survey Monkey Sample starting on page 15

Q22: I currently teach a Diversified Health Occupations class with 31 students. I also teach an Emergency First Responder program with 36 students. Do these classes combined, qualify our program for the HCTP Mini-Grants program or do you rely on the Health Occupations numbers only?
A: You will need to explain what you are proposing and demonstrate how using this approach meets the intent of the RFA. If you are referring to Category B, which requires 50 participants, this can be extended or spread throughout the contract cycle as long as contract deliverables have been met as described on pages 8 and 9 of the RFA.

While the RFA should be reviewed in its entirety, you may find these sections helpful in developing your application:

- Available Funding and Award Categories starting on page 4
- Eligible Applicants starting on page 5
- Contract Deliverables starting on page 8
- Survey Monkey Sample starting on page 15

Q23: **We are a non-profit organization and do not have a tracking record; should we hire a fiscal agent?**

A: The RFA does not exclude someone who does not have a track record. You do not need to hire a fiscal agent to qualify. Refer to page 5 of the RFA, "Eligibile Applicants" and pages 11-14 of the RFA, "Evaluation/Scoring Criteria".

Q24: **Can private organizations apply?**

A: Yes. Refer to page 5 of the RFA, "Eligible Applicants".

Q25: **Can funding from this grant be used to award students/mentors with a small grant to be used to implement the project? If awarded, would OSHPD be opposed to us using this RFA as a template for this project?**

A: Yes to both of these questions. The RFA is public record. You will need to explain what you are proposing and demonstrate how using this approach meets the intent of the RFA and how it meets the award category you are applying for. While the RFA should be reviewed in its entirety, you may find these sections helpful in developing your application:

- Available Funding and Award Categories starting on page 4
- Eligible Applicants starting on page 5
- Contract Deliverables starting on page 8

Q26: **Is the RFA available to individuals? If not, what other resources are available for me?**

A: No. The RFA does not apply to individuals. Refer to page 5 of the RFA, "Eligible Applicants". Please contact Felicia Borges, HCTP Program Manager at (916) 326-3768, to assist with other available resources and education opportunities for individuals. You may also visit the Healthcare Workforce Development Division's website where there are a number of health careers exploration, educational opportunities, scholarship and loan repayment, and internship resources. Please visit this link at: http://www.oshpd.ca.gov/HWDD/HCTP.html.

Q27: **I would like to go back to school to obtain a Master's Degree in Nursing but was not accepted to the first college I applied to. Would I qualify for these grants?**

A: Individuals are not eligible to apply for the HCTP Mini-Grants. Refer to page 5 of the RFA, "Eligible Applicants". You may want to review our resources page for additional information regarding scholarships at: http://oshpd.ca.gov/HWDD/HCTP.html. For additional scholarships and loan repayment opportunities, visit the Health Professions Education Foundation's website at: http://oshpd.ca.gov/HPEF/index.html.

Q28: **I am a Medical Director and would like to know if this grant is available to doctors, physician assistants, nursing or registered nurse practitioners who want further their education?**

A: Individuals are not eligible to apply for the HCTP Mini-Grants. Refer to page 5 of the RFA; however, you may want to direct your staff to review our resources page for additional information regarding scholarships and loan repayment programs at: http://oshpd.ca.gov/HWDD/HCTP.html. For scholarships and loan repayment programs, visit the Health Professions Education Foundation's website at: http://oshpd.ca.gov/HPEF/index.html.

Q29: **I am a nursing student. My colleagues and I are interested in working together on a project that involves creating video tutorials of various nursing skills. The videos will be used to teach nursing students how to correctly, safely, and efficiently perform nursing skills. Does our project qualify for either of the Categories A or B?**

A: Proposals accepted are from public, private non-profit, and private for-profit organizations located within the State of California. You will need to explain what you are proposing and and demonstrate how using this approach meets the intent of the RFA. While the entire RFA should be reviewed, you may find the following sections particularly helpful in developing your application:

- Available Funding and Award Categories, starting on page 4
- Eligible Applicants, starting on page 5
- Contract Deliverables, starting on page 8
- Survey Monkey Sample, starting on page 15

Q30: **Is a letter of support required for each listed partner or are letters from only two partners required?**

A: A minimum of two letters of recommendations from partnering entities is needed, additional letters may be submitted. Submit letters that will strengthen your score for your application. Refer to page 7 of the RFA regarding "Supporting Documents" and to pages 13 -14 of the RFA, "Evaluation/Scoring Criteria".

Q31: **Are there any date limits on the letters of recommendations?**

A: The RFA does not speak to this. This is something we may consider for next years' RFA. Submit letters that will strengthen your score for your application. Refer to page 11 of the RFA regarding supporting documents and to page 13 of the RFA, "Evaluation/Scoring Criteria".

Q32: **Who should the recommendation letters come from and can we get support letters from within our Department?**

A: There is no restriction on the types of letters. Submit letters that will strengthen your score for your application. Refer to page 7 of the RFA regarding "Supporting Documents" and to pages 13 – 14 of the "Evaluation/Scoring Criteria".

Q33: **Is a "Letter of Intent" needed for the proposal?**

A. No. The RFA does not speak to this.

Q34: **Is there a restriction on the number of presentations or the use of health professionals that are to be used in Category A? Can this be more narrowly defined utilizing a small number of underserved professionals?**

A: There is no restriction on the number of health professionals used in presentations. You will need to explain what you are proposing and demonstrate how using this approach meets the intent of the award category. Refer to page 4 of the RFA, "Available Funding and Award Categories".

Q35: **In "Award Category B: Health Career Exploration," the RFA states that the program must support a minimum of 50 participants. Is there a minimum amount of time that each participant must participate in the program?**

A: The RFA does not speak to the amount of time a participant must participate in the program, however, participants must engage in hands-on experiences over a period of time (days or weeks) and includes direct interaction with health professionals in real or simulated healthcare settings. Category B must support a minimum of 50 participants which can be extended or

spread throughout the contract cycle as long as all contract deliverables have been met as described on pages 8 and 9 of the RFA.

Q36: Clarify the statement in the "Instructions for Applicants" of the Survey Monkey application on page 1, "This program supports a minimum of 50 participants in Category B."

A: For a potential applicant to be considered for funding in Award Category B: Health Career Exploration, the program must engage at least a minimum of 50 participants who will attend the hands-on experiences that includes direct interaction with health professionals in real or simulated healthcare settings over a period of time (days or weeks). This can be extended or spread throughout the contract cycle as long as all contract deliverables have been met. Refer to pages 4 and 5 of the RFA, "Available Funding and Award Categories".

Q37: On page 2 of the Survey Monkey application, it gives the example of 100-500 participants. Can you provide further clarification on what is meant by "total number of eligible participants"? Is this the number of participants expected to be reached and if so, why is the example such a broad range?

A. The 100 – 500 participant range is just an example of the numbers that might be submitted in the Number 7 box on page 3. This is not the number that is expected to be reached for each program. As identified in Category A, the minimum number of participants must be 100 and or Category B, the minimum participants must be 50. Refer to pages 4 and 5 of the RFA, "Available Funding and Award Categories."

Q38: We would like to encourage our staff to explore health profession career options such as medical assisting or nursing. Can any portion of the grant funds be used for small scholarships for students pursuing health professions? For example, a project that proposes to use grant funds for: health profession career exploration workshops (for our staff, staff from other local health centers and perhaps high school students); small scholarships (to pay for enrollment fees/books) to incentivize those pursuing health profession education (e.g. enrolled in a nursing, nursing assistant, or clinical medical assistant program at our local community college)?

A: You will need to explain what you are proposing and demonstrate how using this approach meets the intent of the RFA. While the entire RFA should be reviewed, you may find the following sections particularly helpful in developing your application:

- Available Funding and Award Categories starting on page 4
- Contract Deliverables starting on page 8
- Evaluation/Scoring Criteria starting on page 13

Q39: Is there anything mentioned in the RFA regarding special populations?

A: Yes. Refer to page 5, "Target Participants".

Q40: Can you expand further on the Technical Approach - Narration in Section 4a and what information you are requesting?

A. The Technical Approach – Narration describes how your program will expand and grow the number of targeted populations who enter a health profession. These targeted populations were identified on page 2, in Section 2: "Applicants General Information". This will be accomplished by briefly describing your organization's background and history which includes challenges and problems specific to the target population and describes how the funds were utilized in resolving these challenges and problems and expanded and grew the number of the targeted population.

Q41: **In 4d, the instruction is to describe the method(s) for creating or strengthening education partnerships, community support and workforce prep between middle schools, high school, higher education, community organizations, government, funding organizations, and employers. Is this in reference to each partner and how we work with each individual partner to create and strengthen education partnerships, community support and workforce prep between middle school, high school, higher education, community organizations, government, funding organizations, and employers? If we have multiple partners but use the same methods, do you want us to repeat the methods used in each box?**

A: You will need to describe how your existing or proposed partnerships help to create or to strengthen your program. If there are multiple partnerships that have similar methodology, the organization will need to determine how these partnerships meet the proposed approach and intent of the RFA. Identify the partners that will strengthen your score for your application. Refer to pages 13- 14 of the RFA, "Evaluation/Scoring Criteria".

Q42: **In 4d, what does increasing student enrollment and decrease student attrition mean?**

A. The RFA does not speak to this. You will need to describe how the proposed or existing partnerships methods are used to increase student enrollment and interest in pursuing a health career and how this might decrease student attrition.

Q43: **Will applicants be required to submit Pre-and Post-Test Methodology and/or Awareness Surveys?**

A: No. Documentation is not required in the "Evaluation and Data Plan", Section 4e of the Survey Monkey application, located on page 23. You will need to describe and explain the plans or methodology in which you will be collecting, evaluating and reporting data for the proposed activity and if this is through pre-and post-surveys, you will need to explain how this data is going to be collected and evaluated. This will need to include how you will be capturing the gender, race and ethnicity data for those who participate in the program.

Q44: **We have done similar activities and programs in the past; can we attach documentation such as surveys and evaluations with the submission of the application?**

A: In past HCTP Mini-Grants RFAs, supportive documentation was required but this year we are only requesting submission of two letters of recommendations. Additional documentation is not needed. Refer to pages 13 – 14, "Evaluation/Scoring Criteria" to determine the RFA requirements for collecting, evaluating and reporting data.

Q45: **Is there a list of what funds cannot be used for?**

A: Yes. Funds cannot be used for out-of-state travel, for raffles, games, contest prizes, gambling, to construct or renovate facilities, or to purchase or lease equipment. Refer to pages 7 - 8 of the RFA, "Budget Restrictions".

Q46: **Will there be a requirement to return unused funds for the $15,000 funded amount?**

A. Yes. If upon reviewing the final report, OSHPD finds that all contract funds have not been expended, OSHPD will request the remittance of those funds from the organization. Refer to pages 10 - 11 of the RFA, "Contract Stipulations".

Q47: **The Program Manager for our Healthcare Career internship program is currently covered at approximately .6 FTE for the coming fiscal year. Could these funds, in Category B, be used to cover salary to increase his time on this program?**

A: Funds cannot be used to supplement the salaries of existing full-time staff of the contracting organization, although release time may be used to free full-time staff for participation in the program. If release time is being used for staff, it must be noted in the application justification. Refer to pages 7 and 8 of the RFA.

Q48: **Do we need to collect birthdates and/or social security numbers from students we provide or are totals served with gender, etc. sufficient as shown on page 9 of the RFA?**

A.   Birthdates and social security numbers are not needed to report the participant data. We are requesting the name and gender and race/ethnicity breakdown totals of the participants for the final report.

Q49: **How much funds can be spent on consultants?**

A: The RFA does not speak to this. There is no restriction. You will need to justify what you are proposing and demonstrate how using this approach meets the intent of the RFA. Refer to page 40 of the Survey Monkey, Section 5c: Budget Information – Indirect/Administrative Expenses.

Q50: **If a volunteer has been identified in the Budget Information - Personnel Expenses Section, how do we enter an amount for them if they receive no salary?**

A: If a volunteer has been identified, enter a zero (0) in the boxes where the amount is requested. You must enter at least one numerical digit.

Q51: **What does Expenses Justification mean on page 39 of the Survey Monkey application?**

A: The "Expenses Justification" is an explanation as to why funds are needed to provide materials and expenses needed to provide for the program's event.

Q52: **Can funds be used for space and audio visual equipment?**

A: Yes. These items have been identified in the Survey Monkey application, Section 5b: Budget Information – Direct Expenses and Materials, located on page 38. A justification for use of these funds is needed in this section.

Q53: **We will be donating our corporate learning management system to three (3) California High-School Health Academies in underserved geographic areas by providing distance education/online learning of Medical Terminology (a highly impacted curriculum). Can we purchase individual curriculum from our textbook and purchase server space?**

A: Purchasing curriculum that provides distance education/online learning of Medical Terminology is an acceptable funding expense but software or server space is considered equipment, which is not funded by this grant. Please refer to pages 7 and 8 of the RFA regarding "Budget Restrictions".

For any additional questions you may have, visit our website to view the FAQs which have been posted to our website at: http://oshpd.ca.gov/HWDD/pdfs/HCTP/HCTP_RFA_FAQs.pdf.

Q54: **On page 38 and 39 of the Survey Monkey, in the section on "Required Direct Funds" do we put in the total amount of the proposed activity or of our total operating budget for our overall program?**

A: Yes. The "Required Direct Funds" is the total dollar amount required for the entire program which is your total operating budget for your overall program. The "Requested Direct Funds" is the dollar amount you are requesting from OSHPD for your program.

Q55: **Our organization does not include indirect costs, only administrative costs. Are they allowed?**

A: Yes. Refer to page 40 of the Survey Monkey application, Section 5c, Budget Information – "Indirect/Administrative Expenses".

Q56:   Is there a list of items not allowed for Indirect/Administrative Expenses?
A: No. The RFA does not address these types of items. Funds allocated for the indirect costs shall not exceed eight percent (8%) of the total budget funded by the RFA. For example, Category A can award up to $12,000 so the maximum funds requested to fund the organization's program total will be $12,000. The indirect costs must be calculated within the $12,000 and cannot exceed the $12,000. Refer to the RFA on pages 7 and 8, "Budget Restrictions" and in the Survey Monkey application, 5c: Budget Information - Indirect/ Administrative Expenses, located on page 40.

Q57:   Is an electronic signature required for Authorized Official?
A: No. The signature for the official authorized to sign for the applicant's organization needs to be identified on page 43 of the Survey Monkey application in Number 3. A box must be checked either Agree or Disagree. This will serve as the signature.

Q58:   I am a non-profit and do not have a Program Director or a Contracts Officer? Who should sign or agree to the terms of the RFA as stated on page 42 – 43, in the Verification of Information Section? Would this compromise these sections of my application?
A: This does not compromise the application. Complete the required Number 1 Section and then indicate "same as above" in Number 2 and Number 3 Sections. You will need to click on either the Agree or Disagree button as this will serve as the signature for the organization's application.

Q59:   Do you need a Contract Officers signature?
A: No. If your organization does not have a Contract Officer, indicate the name of the individual who will be responsible, if awarded, for meeting the contract deliverables for the program. Refer to Section 6, "Verification of Information", and Number 5 on page 43.

Q60:   Will boxes take bullets?
A: No. During the testing phase, staff was able to cut and paste information from Word documents. Tables were accepted but bullets were not. Documents from Excel were not tested by staff.

Q61:   Can you save the application?
A.   Yes. The system saves automatically. If you stop before completing the application you will be able to continue where you left off, provided you used the same computer, by going to http://www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html and clicking on the Online Application link. You will not be able to access your application from another computer. Once you click the Submit button, you **WILL NOT** be able to go back to revise the application. Refer to page 1 of the Survey Monkey application, "Instructions for Applicants" on page 43.

We encourage you to complete the Survey Monkey application as soon as possible or within one week to three (3) business days and not to wait to submit the application on the due date. This will give OSHPD staff the opportunity to email a copy of the electronic application to the individual who submitted and agreed to the terms identified in the Organization's Assurance, on page 43 of the Survey Monkey application. This will give you an opportunity to review your application and to ensure that all the information you wanted to include was submitted and is complete.

Q62: **In the "Final Selections" section on page 12 of the RFA, what does health professional shortage areas (HPSAs), medically underserved areas (MUAs) and medically underserved populations (MUPs) mean?**

A: To find out more about what these areas mean, visit the following Health Resources and Services Administration (HRSA) website links:

- HPSA: http://hpsafind.hrsa.gov/HPSASearch.aspx
- MUA/MUP: http://muafind.hrsa.gov/
- Shortage Designation Area: http://bhpr.hrsa.gov/shortage/

Q63: **Do you have a summary of the projects approved from last year and results accomplished?**

A: A summary of the approved projects for the HCTP Mini-Grants RFA 10-1494, has been provided below. Results and accomplishments are not available as programs are still under contract through June 2012.

Award Category A: Health Career Conferences and/or Workshops (8 awards of up to $12,000)
Name: The Health Alliance of Northern California   **Event: "Health Careers Fair"**
Program Description: The Health Careers Fair will introduce a minimum of 100 student participants to a wide variety of health career options. The target audience will be rural, minority and potentially first-generation college students from underrepresented communities in Shasta, Siskiyou and Tehama counties. It will be held at the College of the Siskiyous Rural Health Sciences Institute in the Fall of 2011.
Name: Stanford School of Medicine   **Event: "Stanford University Minority Medical Alliance (SUMMA) Health Career Conference**
Program Description: The Stanford University Minority Medical Alliance Conference (SUMMA**)** is a health professions conference targeting low-income and minority students interested in medicine and other health professions sponsored by the Stanford University School f Medicine in February. The SUMMA Conference draws in excess of 500 per-medical students from around the San Francisco Bay Area and educates conference attendees on health professions careers, the admission process, financing a career, and other topics relate dot a career in medicine. The conference is staffed and offered primarily by the Stanford Minority community, including faculty, students and staff.
Name: Antelope Valley Community College -   **Event: "Enhancing Health Career Opportunities for Junior and Senior High School Students**"
Program Description: Approximately 200 Junior and Senior High School students and their parents will be exposed to traditional and nontraditional health careers via a community health careers fair. The health careers fair will include presentations by community health professionals and will provide information about local educational opportunities and financial aid opportunities for students.
Name: Mentoring in Medicine, Inc.   **Event: " 5th Annual Mentoring in Medicine Health Career"**
Program Description: The 5th Annual conference will host over 400 students from middle school through health professional school for an opportunity to lean about health careers, develop a strategic plan for attaining and advancing a career in healthcare, and network with over 50 underrepresented health professionals. This year's conference builds on prior years and is supported by the talents and reach of the 15-member programs of the Alameda County Health Pipeline Partnership. We continue to leverage organizational relationships and bring to one place the combined resources of community partners such as the Alameda County Public Health Agency, Oakland Fire Department, Sutter Health and Samuel Merritt University. We will also reinvigorate our tracking program to monitor the long term outcomes of attendees.
Name: Reach Out West End   **Event: " Inland Coalition Annual Health Professions Conference"**
Program Description: The 2012 Inland Coalition Health Careers Conference will showcase the diverse opportunities within the health industry. The goal of the conference is to not only provide students with information regarding careers of the health industry but to give them information regarding admissions, financial aid, student life, and entry requirements for their career options; as well as present specific information about each field presented at the conference. Information will be presented by young professionals from diverse backgrounds that will most closely resemble themselves.
Name: Huckleberry Youth Programs   **Event: "Huckleberry Health Career Fairs"**
Program Description: A two full-day health career fair has been planned year the next year for the purpose of exposing youth to detailed information on a variety of health care fields and careers and increasing the number of under-represented students interested in pursuing health careers. Huckleberry Health Career fairs will reach over 120 youth total. The events will be offered free of charge to youth and will be held in San Francisco in June of 2011 and in Marin April of 2012. We will target low-income Latino, African American, Native American, and South East Asian high school students.

Name: Healthy House Within a Match Coalition
Event: "Cultural Competence in Healthcare Interpreting: A Training for "Future Providers"

Program Description: This workshop will offer students (n health-based career tracks) training on the importance of having a culturally competent medical interpreter as a critical component of the healthcare team. For the past 10 years, Healthy House, in partnership with The UC Merced Chancellor's Task Force on Community Engaged Scholarship and the Center of Excellence for the Study of Health Disparities in Rural and Ethnic Underserved Populations, has hosted a professional gathering of researchers, scholars and interpreter trainers to provide the sharing of 'cutting edge' research and pedagogy in order to advance the health care interpreting field. This year's annual convening is a training format to educate "future providers', students in health based career tracks, about the importance of cultural competence in medical interpretation to addressing health disparities in a multi-ethnic population. The two-day workshop will offer presentations by top scholars in the field, interaction with healthcare professionals in simulated healthcare settings, provider and patient perspectives, and case studies.

Award Category B: Health Career Exploration (8 awards of up to $15,000)

Name: Health Sciences High and Middle College
Event: "Health Pathway Internship Expansion Program"

Program Description: This proposal is to support the expansion of programs and services offered by Health Sciences High School and Middle College. This proposal would support and expand an existing collaborative community partnerships led by Health Sciences High School and Middle College (HSHMC), Mesa Community College and Sharp HealthCare (Southern California's largest non-profit hospital organization), and a growing cadre of San Diego health providers in other health providers in other hospitals, clinics and professional offices. A critical component of our education model is a progressive, multi-year internship program that between 2011-2012 will grow to expose 500 students to a wide verity of healthcare careers and develops concrete work skills in real-world settings. In 2010/11 students will annually accumulate over 75,000 hours of real experience in hospital and other healthcare fieldwork. New internship placement sites will be developed and opened to accommodate at least 50 9th - 12th grade students.

Name: Alameda County Medical Center
Event: "Model Neighborhood Program"

Program Description: The Model Neighborhood Program (MNP) promotes healthy choices and exposes 100 8th-12th graders to various careers in the health industry by partnering them with health professionals to provide practical experience and community service at Alameda County Medical Center. It includes paid and unpaid internships, team building and seminars on professionalism, time management, goal setting, career ladders and financial management. Student with career goals, confidence in accessing job related opportunities, improved health industry career skills and a network of potential future supervisors.

Name: The Regents of the University of California, UC Irvine
Event: "Summer Premed Pipeline Program"

Program Description: The Summer Premed Program at the UC, Irvine is a two-week course that combines lectures given by distinguished School of Medicine faculty members and hands-on workshops to provide students with a first-rate exposure to the medical field. The activities include intubation of patient simulators, suturing, splinting, casting, vital signs, bedside ultrasounds and many others. Students also are exposed to the practice of medicine and patient care at UC Irvine Medical Center and the School of Medicine. The program is geared toward giving the students the experience of being a medical student. The program is also designed to provide mentorship in a cascading manner. Under the supervision of faculty, medical students mentor undergraduates who mentor high school students. This type of mentorship will enhance the professional development and leadership skills of the undergraduate and medical students.

Name: Alta Bates Summit Foundation
Event: "Youth Bridge Middle School Program"

Program Description: Youth Bridge is a year-round career development program that enables at-risk East Bay youth to complete high school, gain meaningful employment experience, learn about health –related careers, and pursue further academic and vocational education. The Youth Bridge Middle School Program strives to reach children earlier, before they consider dropping out of school, and includes the *Middle School Youth in Medicine Summer Camp* and the year-round *Mentoring in Medicine Program*. The Middle School Program is designed to increase academic performance and maintain the relationship with participants and their families. These efforts ensure continuance in the high school and college –based components of Youth Bridge, which further develops academic and social abilities, while increasing awareness of and access to a wide range of health professions.

Name: Huckleberry Youth Programs
Event: " Huckleberry Wellness Academy - Marin"

Program Description: The Huckleberry Wellness Academy-Marin, a comprehensive health careers pipeline program. This program promotes the academic success, personal growth, and health career interests of low-income, youth of color. The weekly workshop curriculum includes topics related to academic needs; social and cultural issues; health topics; and health careers. Health professionals speak to the group about their respective academic and career paths. Youth have the opportunity to visit a simulation lab on Dominican College campus, as well as visit with health professionals both on our site as well as off site.

Name: Children's Hospital Los Angeles **Event: USC UCEDD/ CSULA Exploring Careers in Maternal Child Health and Neuro-developmental Disorders (MCH-NDD)**
Program Description: CSULA provides a rich referral source of Hispanic, African American, Asian pacific Islander, Black and American Indian undergraduate students in Health Sciences and related majors, who may not be systematically exposed to careers and further graduate studies in Maternal Child Health/Neuro-developmental Disabilities professions. This training program will provide opportunities to explore careers in this field through observations, lectures, and interactions with graduate and post-graduate students in several disciplines through the training programs of the USC UCEDD, Children's Hospital LA, and in the community. Course credit will be provided to participating students through HHS 395.
Name: Western University of Health Sciences **Event: " Pomona Health Career Ladder**
Program Description: Western University of Health Sciences (WesternU), the Pomona Unified School District (PUSD), and California State Polytechnic University-Pomona (Cal Poly Pomona Have joined forces in a project intended to increase the number of Under Represented Minorities URMs) in health care careers. The program, which is entering its fourth year, involves a series of Saturday Academies, and introduces students to careers in health care through hands-on experience, and provides parental involvement, student mentoring, and skills tutoring.
Name: Contra Costa Health Services **Event: "Developing a Mental Health Concentration in High School Academies"**
Program Description: Adopt a core mental health curriculum which will be used to develop and integrated a mental health concentration in identified high school academies across the County. By developing a mental health concentration in high school health academies; directly engage high school students in the mental health field and begin to form a career ladder for them into the public mental health system and to close the gap of the absence of a core mental health concentration in High School Health Academies across the County.