HCTP Mini-Grant RFA 12-4500 Technical Assistance Webinar

March 5, 2013
10:00-11:00 am
WELCOME EVERYONE!
Thank you for joining us today
Sending Notes or Questions
HCTP Mini-Grants RFA 12-4500
Technical Assistance Webinar
Tuesday, February 26, 2013
10:00-11:00 am

Presenters: Jalaunda Munroe, Felicia Borges, Lhoi Clingman, Joyce Meade

Host: Trysh Strayhand
OSHPD Healthcare Workforce Programs

Career Awareness
- Health Careers Training Program
- Mini-Grants

Financial Incentives
- Song-Brown Program
- Health Careers Training Program
- Health Professions Education Foundation

Training and Placement
- Cal-SEARCH
- Rural Health Service Unit

Systems Delivery
- Shortage Designation Program
- Health Workforce Pilot Projects

Research and Policy
- Research Policy and Planning
- Health Care Reform

Healthcare Workforce Clearinghouse

Home page: www.oshpd.ca.gov
Agenda

- Welcome/Introductions
- RFA Highlights
- RFA Q and A
- Review of CalREACH Application System
- More Q and A
Application Deadline is March 29, 2013 at 2:00 pm!!

Webpage Address: www.oshpd.ca.gov/HWDD/HCTP_mini_grants.html
Award Category A: Health Career Conferences and/or Workshops
Five (5) awards of up to $12,000 each are available ($60,000 in total awards given).

This award category focuses on introducing participants to a wide variety of health career options by offering health “career fair” type experiences and/or workshops. Programs will support a minimum of 100 participants and:

Provide presentations by a variety of health professionals (examples could include: dental, mental health and counseling, public health, and health information technology). Incorporate a participant pre and post awareness survey identifying health career opportunities and/or trends.

Create and/or strengthen educational partnerships, community support, and workforce preparation efforts between entities, where applicable, such as middle school, high school, higher education, community organizations, government, funding organizations, and employers.

Integrate additional components including: promoting primary care careers, making resources available to students, and support of cultural and linguistic responsive care.
Award Category B: Health Career Exploration
Six (4) awards of up to $15,000 each are available ($60,000 in total awards given).

This award category focuses on direct engagement of participants in one or more health careers through hands on experiences that include direct interaction with health care professionals in real or simulated health care settings. Programs will support a minimum of 50 participants and:

Develop and use comprehensive curriculum to engage participants. Incorporate a participant pre and post awareness survey identifying health career opportunities and/or trends.

Offer hands-on experiences over a period of time (days or weeks) that includes direct interaction with health professionals in real or simulated healthcare settings.

Create and/or strengthen educational partnerships, community support, and workforce preparation efforts between entities, where applicable, such as middle school, high school, higher education, community organizations, government, funding organizations, and employers.
Integrate additional components including: promoting primary care careers, making resources available to students, and supporting cultural and linguistic responsive care.
Eligible Applicants

Proposals will be accepted from public, private non-profit, and private for-profit organizations located within the State of California. Individuals are not eligible to apply.

Target Participants

The HCTP funded activities are open to all participants regardless of age, gender, race or ethnicity. However, due to the large percentage of African American, Latino/Hispanic, Native American, and Southeast Asian individuals who are underrepresented in the health professions, outreach and recruitment efforts for these populations should be included. Applicants are also encouraged to conduct outreach and recruitment in rural and other medically underserved areas whenever possible.
Agenda

- Welcome/Introductions
- RFA Highlights
- RFA Q and A
- RFA Highlights Continued
- Demonstration of CalREACH Application System
- More Q and A
All application materials, including two letters of recommendation must be submitted in CalREACH no later than the due date listed in this RFA. Detailed information regarding CalREACH, including how to register and how to complete and submit your application, can be found in the Technical Guide Section of this RFA. We will accept more than one application per organization, but a separate CalREACH application must be received for each submission by the due date.

NOTE: All application materials become the property of the State and are subject to the Public Records Act. Information received may be used for outreach, publicity and marketing purposes.
The applicant’s budget in response to this RFA shall not exceed $12,000 (Category A) or $15,000 (Category B) which is the maximum assistance available for any single award. Funds allocated to indirect costs shall not exceed eight percent (8%) of the total project budget funded by this RFA. (Note: OSHPD reserves the right to modify/reduce any/all portions of applicant’s submitted budget.)

Additionally, the following budget requirements shall apply to all submitted applications:

Funds CANNOT be used:

For out-of-state travel.
For entertainment purposes including but not limited to raffles, games, contest prizes, gambling, and bingo, etc.
To construct or renovate facilities or to purchase equipment.
To supplement the salaries of existing full-time staff of the contracting organization.
SWAG (i.e., promotional items, conferences giveaways)

However, funds CAN be used:

To hire consultants or sub-contractors for the delivery of contract services.
For in-state travel, advertising, meals, supplies and facility costs.
For release time 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.
Scoring Criteria

1. Proposal
2. Numbers Served
3. Organization Background
4. Program Proposal
5. Personnel
6. Program Objectives and Workplan Activities
7. Promotion of Resources
8. Promotion of Primary Care Careers
9. Promotion of Cultural and Linguistic Responsiveness
10. Marketing and Outreach
11. Partnerships
12. Evaluation and Data Plan
13. Program Sustainability
Deliverables

1. Signed Contract
2. Project Workplan
3. Final Report
Agenda

• Welcome/Introductions

• RFA Highlights

• RFA Q and A

• RFA Highlights Continued

• RFA Q and A

• Demonstration of CalREACH Application System

• More Q and A
Welcome to CalREACH!
(Responsive Electronic Application for California’s Healthcare)

The Office of Statewide Health Planning and Development (OSHPD) is proud to launch CalREACH to make applying for and receiving healthcare scholarships, loan repayments, and/or grants easier and more efficient.

You will now be able to apply for any Health Professions Education Foundation (Foundation) and/or Healthcare Workforce Development Division (HWDD) scholarships, loan repayments, and/or grants through CalREACH.

Find Opportunities!

The following scholarships, loan repayment, and/or grant opportunities are currently available or are scheduled to be released soon. Visit program websites and/or contact program administrators for more information.

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We’re here to help!

If you have any questions or if you need any technical assistance, contact:
HCTP Staff: hctp@oshpd.ca.gov or (916) 326-3711

Stay Connected!
- Subscribe to OSHPD Announcements.
- Like CallHealthWorkforce for Resources and funding for California’s Healthcare Workforce.
- Follow us on Twitter: @HealthProfEdCAGov
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• Registration Process
• Accessing and Completing Application Forms
  • Budget Form
  • Letters of Recommendation
• Providing Access to an Application to Others
• Printing or Deleting an Application
• Application Submission
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Registration Complete
Your information has been submitted. When you have been approved you will receive an email. Your approval to access the system may require 1 to 2 business days. You may now close your browser or visit another website.
HCTP Mini-Grant 2012/13 for Equestria

Offered By:
CALIFORNIA EDUCATION FOUNDATION

Application HCTP Mini-Grants Period:

Application HCTP Mini-Grants Due Date:

Description:
OSHPD, through the administration of the Healthcare Workforce Development Division (HWDD), works toward increasing and diversifying California’s health workforce. HWDD’s Health Careers Training Program (HCTP) works to reinforce skills sets needed to successfully complete health professional education preparation through a continuum of health workforce development, education, and training programs.

In an effort to develop a more culturally and linguistically competent healthcare workforce for Californians, HCTP seeks to fund programs that encourage economically and educationally disadvantaged and/or underrepresented groups to pursue health careers. The HCTP awards HCTP Mini-Grants to programs that encourage diversity in the health professions through the annual Request For Application (RFA) process.

Funded activities focus on various categories, such as health career conferences and workshops or health career exploration. HCTP Mini-Grants are offered each fiscal year, with contract activities covering 12 consecutive months.

For additional information, including the complete RFA needed to successfully complete the application process, eligibility requirements, frequently asked questions, etc., please visit: HCTP Mini-Grants

APPLY NOW

Accessing and Completing Application Forms
Agreement

Please make a selection below to continue.

I have read and agree to application requirements outlined in the Health Careers Training Program (HCTP) Mini-Grants Request for Application (RFA), located at: HCTP Mini-Grants

I AGREE  I DO NOT AGREE

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View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete forms.

VIEW FORMS
## Application-HCTP Mini-Grants Menu - Forms

Please complete all required forms below.

Document Information: [HCTP-2012/13-Equestria-00040](#)

### Forms

<table>
<thead>
<tr>
<th>Status</th>
<th>Page Name</th>
<th>Note</th>
<th>Created By</th>
<th>Last Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Applicant and Program General Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>Organization Background</td>
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<tr>
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<td></td>
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<td>Program Elements</td>
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<tr>
<td>✔️</td>
<td>Data Plan and Evaluation</td>
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<tr>
<td>✔️</td>
<td>Contract Information</td>
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</tbody>
</table>
Completing Application Forms
Letters of Recommendation

Please upload a Letter of Recommendation.

Instructions:
Please fill in the appropriate fields. Required fields are marked with an *.
When done, click the SAVE button.

For additional information, including the complete RFA needed to successfully complete the application process, eligibility requirements, frequently asked questions, etc., please visit [HCTP Mini-Grants](#).

Letter of Recommendation
[Browser...]

Letter of Recommendation
[Browser...]

When finished, click SAVE and continue on to the other forms.
# Budget Form – Direct Expenses

**Direct Expenses**

Identify the direct expenses that are needed to provide for the program's event. A justification of these expenses will need to be provided as part of this application.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>$250.00</td>
</tr>
<tr>
<td>Meals</td>
<td>$65.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$850.00</td>
</tr>
<tr>
<td>Facility Costs</td>
<td>$580.00</td>
</tr>
<tr>
<td>Other Direct Expenses</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

**Direct Expense Justification**

Direct Expense Justification goes here.

**Personnel**

Describe the personnel, consultants, volunteers and others who will be working on the program. Each person named (maximum of 3) will need to include a description of their background, experience and duties as they relate to the funded program activity or event, along with compensation and travel costs.

**First Name:** Sample  **Middle Initial:** M  **Last Name:** Personnel

**Title:**

**Organization:**

**Credentials:**

**Compensation:**

Provide a dollar amount.

If using a percentage, convert to a dollar amount

$5,620.00

**Travel:**

- 250 miles
- $50.00 per mile
- Total: $8,120.00

**Justification / Duties:**

Provide a brief justification for the amount entered above including duties or assignments that individuals will perform.

- Justification for personnel expenses

**Experience:**

Provide the experience that qualifies the individual to work on the program.

- Description of personnel experiences

- 36 of 1000

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*36 of 2008*
Budget Form Continued – Indirect Expenses and Total

Indirect Expenses

Provide the total amount and justification for indirect expenses requested as part of this application. Indirect expenses should not be included in any other expense category. Although indirect costs are acceptable expenses, they will not be provided over and above the total award amount (not in excess of 8% of the total dollars requested).

Total: $50.00
Provide the total dollar amount for indirect expenses.

Indirect Justification
Provide a brief description of how the funds will be used.
Description of how indirect expenses will be used goes here.

Summary

<table>
<thead>
<tr>
<th>Direct Expenses</th>
<th>Personnel Expenses</th>
<th>Indirect Expenses</th>
<th>Total Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,045.00</td>
<td>$6,120.00</td>
<td>$50.00</td>
<td>$9,215.00</td>
</tr>
</tbody>
</table>

Overall Cost and In-Kind Contribution

Provide a description of the total amount needed to carry out the program including the types of in-kind contributions (over and above amount requested for this grant).
Description of total cost of program including in-kind contributions goes here.

When finished, click SAVE and continue on to the other forms.
Accessing a Saved Application
Providing Access to an Application to Others
Application-HCTP Mini-Grants Menu

Document Information: HCTP-2012/13-Equestria-00040

- **Info**
  - Application-HCTP Mini-Grants
- **Document Type**
  - Equestria
- **Organization**
  - Primary External Program Director
- **Role**
  - Application in Process
- **Current Status**
  - Period Date / Date Due
  - 01/01/2012 - 12/30/2013
  - 12/30/2014 11:59PM PST

View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete forms.

[VIEW FORMS]

Change the Status

Select the View Status Options button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS]

Access Management Tools

Select the View Management Tools button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS]
Application-HCTP Mini-Grants Menu - Management Tools

The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

Document Information: HCTP-2012/13-Equestria-00040

- CREATE FULL PRINT VERSION
  Select the link above to create a printable version of the document.

- CREATE FULL BLANK PRINT VERSION
  Select the link above to create a blank printable version of the document.

- ADD/EDIT ORGANIZATIONS
  Select the link above to manage the organizations associated with this document.

- ADD/EDIT PEOPLE
  Select the link above to perform actions such as adding people, changing a security role, or altering people’s active dates on this document.

- STATUS HISTORY
  Select the link above to view the status history of this document.

- CHECK FOR ERRORS
  Select the link above to check the entire document for errors.

- PROCESS FLOW SNAPSHOT
  Select the link above to view the details of the current and next possible status for this document.

- VIEW MODIFICATION HISTORY
  Select the link above to view various modifications that people have made to specific pages in the document.

Printing an Application
Deleting or Submitting an Application

**Application-HCTP Mini-Grants Menu**

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Deleting or Submitting an Application

Deadline is March 29, 2013
2pm Pacific Standard Time

SUBMIT
DELETE
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