



**California Post-Baccalaureate Program
CalPOST-BAC**

**Grant Guide
For Fiscal Year 2015–16**

Application Due: February 22, 2016



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California Health and Safety Code section 127880 states the Legislature's intent to maintain a Health Professions Career Opportunity Program designed to increase the number of ethnic minorities in health professional training and to increase the number of minority health professionals practicing in health manpower shortage areas in this area.

The Office of Statewide Health Planning and Development (OSHPD) works toward increasing and diversifying California's health workforce through the Healthcare Workforce Development Division (HWDD). HWDD's Health Careers Training Program (HCTP) reinforces skill sets needed to successfully complete health profession education preparation through a continuum of health workforce development, education, and training programs.

OSHPD's California Post-Baccalaureate (CalPOST-BAC) program will provide grants to educational institutions whose efforts will help retain students in the health professions training pipeline. Previous program activities included assisting undergraduate and post-baccalaureate students via training seminars, as well as the distribution of resources, materials, and career opportunity publications. OSHPD's CalPOST-BAC program is a continuation of the strategy to support health career pathways and pipelines.

The CalPOST-BAC Program is funded by The California Endowment (TCE). TCE seeks to improve employment opportunities, education, housing, neighborhood safety, unhealthy environmental conditions, access to healthy foods, and more.

Eligibility, Available Funding, and Program Structure

Eligibility

Accredited two-year colleges, four-year colleges/universities, graduate schools, and/or medical schools located in California with new or existing post-baccalaureate programs.

Note: If a program is existing, with objectives similar to this grant, funding from this grant must benefit a minimum of 10 new/additional students who meet all the requirements listed in the "Target Participants" section of this Grant Guide.

Available Funding

Grant awards are limited to the funds available from the state's Fiscal Year 2015-16 Budget act, as specifically approved in budgetary line items to fund these grants. This is a one-time grant opportunity. There is no implied or expressed guarantee of subsequent funding after the Fiscal Year 2015-16 grant cycle.

A total of \$300,000 has been made available to award three grants of \$100,000 each. Each individual grant will fund a post-baccalaureate program with a minimum of ten (10) students who meet all the requirements listed in the "Target Participants" section.

Program Structure

The CalPOST-BAC grant is for educational institutions located in California seeking to create or expand current post-baccalaureate programs to retain students in the health professions training pipeline while they are awaiting acceptance into medical school after having been denied acceptance on their first attempt. Competitive post-baccalaureate program proposals will:

- Demonstrate a commitment to CalPOST-BAC's mission.
- Meet the Evaluation and Scoring Criteria.

Exact details of the activities, program components, and work plans could vary from program to program. It is up to the applicant to develop strategies, program elements, and provide eligible participating students with academic support, mentoring, and individual case management to meet this grant's mission. Activities may include, but are not limited to:

- Student focused activities, such as:
 - Matching a student with a mentor/advisor/preceptor.
 - Creating an individualized plan-of-action for the student.
- Workshops or courses, such as:
 - Providing a medical school application workshop.
 - Providing a Medical College Admission Test preparation workshop.
 - Obtaining clinical experience by partnering with a local medical site.
 - Developing interviewing skills for medical school interviews.

Target Participants

It is a requirement that all eligible participating students supported through this grant must:

- Be a California resident.
- Have an undergraduate degree.
- Be seeking a Doctor of Medicine or Doctor of Osteopathic Medicine degree.
- Have been previously denied admission to all medical schools applied.

CalPOST-BAC program-funded activities are open to all participants regardless of age, gender, race, or ethnicity. However, due to the large percentage of Black, African American, African, Hispanic, Latino, American Indian, Native American, Alaska Native, and Southeast Asian individuals who are underrepresented in the health care 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/populations to educationally/economically disadvantaged students and, whenever possible, to persons with disabilities, former foster youth, members of the lesbian, gay, bisexual, transgender, and queer community, veterans, immigrants, and refugees. Additional criteria for selecting participants is up to each individual post-baccalaureate program.

Initiating an Application

To submit an application, you must comply with the instructions contained in this Grant Guide. It is the applicant's responsibility to provide all necessary information to OSHPD to evaluate the application, verify information contained in the application, determine the applicant's ability to perform the tasks and activities as described in the application, and adhere to the proposed budget. For more information, see the "Technical Guide" section of this Grant Guide.

To access the application, visit: <https://www.surveymonkey.com/r/zd2mzhs>

Budget Restrictions

- The applicant's budget in response to this grant shall not exceed \$100,000 per award.
- All eligible participating students supported through this grant must be provided a minimum \$3,000 stipend.
- Funds allocated to indirect expenses shall not exceed 8 percent of the total program budget funded by this grant.

NOTE: OSHPD reserves the right to modify/reduce any/all portions of applicant's submitted budget and/or increase the number of awards if additional funds become available.

Funds CAN be used:

- To provide eligible participating students with academic support, mentoring, and individual case management to meet the grant's mission.
- To conduct program related activities, such as those suggested on the "Program Structure" section of this Grant Guide.
- To employ additional personnel to manage/administer the program.
- 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.
- To hire consultants, lecturers, workshop instructors, and/or sub-grantees for the delivery of grant services.
- For travel (in accordance with OSHPD travel policies), advertising, meals, supplies, and off-campus facility costs.
- For reasonable accommodations for students with disabilities, including instructional/program aids.
- For student stipends (minimum \$3,000 per eligible participating student supported by this grant).
- For reduced program fees for eligible participating students.
- For reduced reapplication fees, Medical College Admissions Test fees, and other associated costs.
- Indirect expenses limited to a maximum of 8 percent of grant funds (maximum \$8,000).

Funds CANNOT be used:

- For entertainment purposes, including, but not limited to, raffles, games, contest prizes, gambling, bingo, etc.
- To construct or renovate facilities or to purchase equipment.
- To rent space from your own organization (this cost should be included in your indirect expense calculation)
- To supplement the salaries of existing full-time staff of the organization.
- For souvenirs, wearables, gifts, gift cards, promotional items, conferences giveaways, etc.

Evaluation and Scoring Procedures

Evaluation and Selection Committee

OSHPD's Evaluation and Selection Committee (ESC) will review applications for the determination of award recommendations. The ESC includes OSHPD team members whose backgrounds are related to health care, education, and/or workforce development and may include subject matter experts outside of OSHPD.

Review Process

During the review process, the ESC will verify the presence of required information as specified in this Grant Guide. Applications will be accepted and scored using only the established evaluation/scoring criteria. Applications that are most consistent with the intent of this grant will be considered most competitive. If, in the opinion of OSHPD, an application contains false or misleading statements, or provides references which do not support an attribute or condition claimed, the application shall be rejected. OSHPD reserves the right to reject any or all applications or to reduce the amount funded to an applicant.

Final Selections

Final selections will be made by OSHPD program managers on the basis of which applications best meet the goals and expectations related to the funding that OSHPD receives. Once the final selections have been made, grantees will be announced by the date listed in this Grant Guide.

Evaluation and Scoring Criteria	Point Distribution	Evaluation Criteria
Applicant Proposal: Does the applicant conform to the grant requirements? Does the applicant target individuals who are underrepresented in the health care professions? Does the budget conform to grant requirements?	Pass/Fail	Pass/Fail
Organization Background: Does the applicant's experience and background/history support the CalPOST-BAC program mission?	Points: 0–5	Does Not Meet: 0 Poor: 1 Meets: 2–3 Exceeds: 4–5
Program Proposal: Does the applicant's utilization of grant funds support the aim to resolve the challenges and problems specific to the target population/demographics described?	Points: 0–10	Does Not Meet: 0 Poor: 1–4 Meets: 5–8 Exceeds: 9–10
Personnel: Are the backgrounds, experiences, and duties of the personnel, preceptors/mentors, consultants, volunteers, and/or others working on the program appropriate to perform the program activities proposed?	Points: 0–5	Does Not Meet: 0 Poor: 1 Meets: 2–3 Exceeds: 4–5
Program Objectives and Work Plan Activities: Does the applicant's objectives and work plan align with the proposal, intent, and Grant Deliverables of the grant?	Points: 0–10	Does Not Meet: 0 Poor: 1–4 Meets: 5–8 Exceeds: 9–10
Partnerships: Does the applicant partner with other educational institutions, community organizations, private/non-profit institutions, employers, and/or governmental institutions to carry out program activities and continue ongoing participant engagement?	Points: 0–10	Does Not Meet: 0 Poor: 1–4 Meets: 5–8 Exceeds: 9–10
Evaluation and Data Plan: Does the applicant have a plan to collect and report data that conforms to the grant requirements? Does the applicant have measures to evaluate and report challenges, successes, and lessons learned? Does the applicant have a plan to track students beyond the term of the grant?	Points: 0–10	Does Not Meet: 0 Poor: 1–4 Meets: 5–8 Exceeds: 9–10
Program Sustainability: Does the applicant demonstrate the ability to sustain the program beyond CalPOST-BAC funding?	Points: 0–5	Does Not Meet: 0 Poor: 1 Meets: 2–3 Exceeds: 4–5

Evaluation and Scoring Definitions

- **Pass or Fail:** Proposal does or does not meet the intent of the grant, award categories, and the targeted audience.
- **Does Not Meet:** The application response does not address the question/criteria at all or the response is not responsive to the intent of the grant.
- **Poor:** The application response partially addresses the question/criteria but the response is not fully responsive to the intent of the grant.
- **Meets:** The application response fully addresses the question/criteria and is fully responsive to the intent of the grant.
- **Exceeds:** The application response fully addresses the question/criteria and goes above and beyond the intent of the grant while remaining true to the intent.

Grant Agreement Deliverables

- Support the minimum of ten (10) new/additional participants or the number outlined in the grantee's application, whichever is greater. If applicant supports more than ten participants in grant funded activities, the budget must reflect additional student stipends at \$3,000 each.
- Register and participate in the Post-Award Technical Assistance Webinar as scheduled in the "Key Dates" section. Registration instructions for this webinar will be provided to grantees.
- Submit a detailed work plan by the date shown in the "Key Dates" section.
 - The work plan includes detailed program schedule(s) with date(s) and exact location(s) for all planning meetings and event(s). Grantees will also specify if any health career resource materials are needed from OSHPD and highlight a key program event that OSHPD staff should attend.
 - OSHPD reserves the right to attend any/all planning meetings and/or events.
- Provide Final Report information and materials to OSHPD within 45 days of the conclusion of the program's activities or the due date listed in the "Key Dates" section, whichever is earlier. Grantee will be alerted via email when the Final Report template and instructions are available. The Final Report includes, but is not limited to, the following:
 - Program Information Summary and Implementation Details: Highlights data summation, program successes, challenges, and lessons learned.
 - Partnerships: Highlights partnership successes, challenges, and lessons learned.
 - Evaluation and Data Collection: Provides data summation on participant experience, training, and mentoring. Provides data summation on all program participants funded by grant, including, race/ethnicity
 - Budget Accountability: Describes how grant funds have been spent and plans for program sustainability beyond CalPOST-BAC grant funding.
- Upload sample Program Materials and Photos of events(s) including a release to use the photos.

- Register and participate in a conference call at the conclusion of the grant period, if needed (date and time to be scheduled).

Additional Terms and Conditions

- The grantee is responsible for all tasks required to conduct activities, including, but not limited to, locating and securing facilities and speakers for events.
- The grantee will submit required grant deliverables as specified and adhere to the deadlines as specified in this Grant Guide. Anticipating potential overlaps, conflicts, and scheduling issues to adhere to the terms of the grant is the sole responsibility of the grantee.
- All grant deliverables, including reports and the supporting documentation as well as data collected during the funding period and embodied in those reports, shall become subject to the Public Records Act.
- When the grantee is a county, city, school district, or other local public body, the signed grant shall be accompanied by a copy of the resolution, order, motion, ordinance or other similar document from the local governing body authorizing execution of the agreement.
- The grantee will submit in writing any requests to change or extend the grant or to change the budget to the OSHPD contact at least thirty (30) days prior to the end of contract date.
- A detailed account of how the funds were expended will be submitted with the Final Report.
- Source of funding may impact final grant language (i.e., increase or modify required deliverables).
- Grant Agreements must be signed and submitted by the due date listed in the “Key Dates” section of this Grant Guide. Failure to sign and return the grant by the due date may result in loss of award.
- Any edits to the grant will be considered a counter-proposal and will not be entertained.

Payment Provisions

- An initial payment of 90 percent will be made upon execution of the Grant Agreement (including the resolution, if applicable) and submission and acceptance of the detailed work plan.
- A final payment of 10 percent will be made upon satisfactory completion of all the terms and conditions required by the grant, including OSHPD approval and acceptance of the grantee’s Final Report submission.
- Additional information may be requested by OSHPD upon reviewing the Final Report and grant deliverables. In this instance, the final 10 percent will not be disbursed until all grant deliverables have been met.

Additional Disclosures

- By submitting an application, you/your organization agree(s) to the grant terms and conditions.
- Applicants must clearly describe their ability to conduct and administer the funded project, including the ability to collect and report data and produce other grant deliverables as required. Applicants must be aware of the state and federal disability laws and procedures for ensuring universal access.
- Each application will be evaluated in accordance with Federal Title V and VII policies, which state the following: No person shall, on the grounds of race, color, national origin, age, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving state financial assistance.
- If, upon reviewing the Final Report, OSHPD finds that all grant deliverables have not been met and/or funds have not been expended, OSHPD will request the remittance of those funds from the grantee.

Grant Questions and Answers

Read this Grant Guide in its entirety. Answers to most questions can be found in this Grant Guide.

To allow for timely and consistent responses to questions posed by potential applicants, CalPOST-BAC has implemented an electronic question and answer process for this Grant Guide. All questions related to the intent or interpretation of grant language must be submitted in writing. Submit questions by email to: daniel.alvarado@oshpd.ca.gov

All questions must be received in writing no later than date listed in the “Key Dates” section. All questions and answers will be posted regularly (as they become available), through the date listed in the “Key Dates” section, on the following web page:
<http://oshpd.ca.gov/hwdd/calpostbac.html>

Technical Assistance Webinars

In addition to providing a list of frequently asked questions and responses, a Technical Assistance Webinar will be scheduled to facilitate questions regarding the application process.

The webinar will include an overview of the information contained in this Grant Guide, including the objectives of this grant, what a successful application should contain, and a brief demonstration of the application. Please refer to this Grant Guide, specifically the “Technical Guide” section, to assist you during the webinar.

To register please visit: <http://oshpd.ca.gov/hwdd/calpostbac.html>

Key Dates

The key dates for the program year are as follows:

Application open	January 22, 2016
Technical Assistance Webinar	February 3, 2016
Deadline to submit questions regarding grant	February 8, 2016
Grant FAQs posted on website	February 10, 2016
Application submission deadline	February 22, 2016 by 2:00 pm
Grantees announced	March 21, 2016
Post-Award technical assistance call (if needed)	March 28, 2016
Grant Agreements sent out	April 20, 2016
Grant Agreements due ¹ and standing orders (if applicable)	May 20, 2016
Work plans due	May 20, 2016
Program start date ²	June 27, 2016
Program end date	June 26, 2017
Final Report due ³	June 26, 2017

¹ Work cannot begin until Grant Agreement is signed and fully executed.

² Per Grant Agreement, grant activities must take place during program period.

³ If applicant's program activities end sooner, final report will be due within 45 days of the conclusion of the program activities.

Technical Guide

A web-based application system is being utilized to submit applications in response to this grant opportunity. The information contained in this Grant Guide has been provided for your instruction and contains all the basic technical information needed to complete an application.

To access the application, visit: <https://www.surveymonkey.com/r/zd2mzhs>

Application deadline: February 22, 2016, 2:00 PM

After you complete your application, please click “submit” below. The Program Director and the Program Coordinator will both receive a copy of the submitted application via email within one to two business days. Please retain for your records. This will serve as proof your application was submitted successfully.

PLEASE NOTE: Once submitted, an application cannot be modified.

For questions, please see “Department Contact” section.

Application Questions

- 1. Name of Organization:** Provide the applicant organization’s name.
- 2. Type of Organization:** Identify the type of organization. Select all that apply.
Options provided:
 - 2 Year College
 - 4 Year University
 - Graduate School
 - Medical School
- 3. Program Name:** Specify the name of the program to be funded.
- 4. Brief Program Description:** Provide a 1-2 sentence summary of the program. This section may be used by OSHPD verbatim for marketing or other purposes. Be as clear and succinct as possible. Please keep answers to 4,000 characters (1.5 pages) or less.
- 5. County:** Provide the county or counties where funded grant activities will take place. List all counties that apply.
- 6. Number of Participants:** Identify the total number of eligible participants to be served by this grant.

- 7. Eligible Participants:** Identify the types of eligible participants to be served by this grant. Check all that apply. Options provided:
- Black, African American, African
 - Hispanic, Latino
 - American Indian, Native American, Alaska Native
 - Southeast Asian
 - Rural and other medically underserved areas/populations
 - Educationally/economically disadvantaged students
 - Persons with disabilities
 - Former foster youth
 - Members of the lesbian, gay, bisexual, trans-gender, and queer community
 - Veterans
 - Immigrants
 - Refugees
 - Other, please specify
- 8. Organization's Background/History:** Describe your organization's background/history and demonstrate how those experiences support the goals of the grant. Please keep answers to 4,000 characters (1.5 pages) or less.
- 9. Personnel Background/Experience:** Describe the background/experience and duties of the personnel performing the program activities proposed. Please keep answers to 4,000 characters (1.5 pages) or less.
- 10. Challenges:** Describe challenges your program currently faces specific to your eligible participants. Please keep answers to 4,000 characters (1.5 pages) or less.
- 11. Resolution(s):** Describe how the grant funds will be utilized to resolve the challenges specific to your eligible participants. Please keep answers to 4,000 characters (1.5 pages) or less.
- 12. Program start and end dates:** Grant activities must take place during the program period noted in the "Key Dates" section of the Grant Guide.
- 13. Program Objectives:** State specific program objectives to be accomplished, and how the program will meet the intent of the grant and fulfill the grant deliverables. Please keep answers to 4,000 characters (1.5 pages) or less.
- 14. Work Plan Activities:** Describe your program's planned/anticipated activities and how they will achieve your program's objectives (including any planned meetings, related dates, and locations) to meet the intent of the grant and fulfill grant deliverables. Please keep answers to 4,000 characters (1.5 pages) or less.
- 15.– 20. Partnerships:** Please provide up to three proposed or existing partnership organizations. Describe how these partners will engage in program activities and continue ongoing participant engagement.

- 21. Data Collection:** Describe your plans/methodology for collecting and reporting data from your proposed program activities. Please keep answers to 3,000 characters (1.25 pages) or less.
- 22. Program Evaluation:** Describe the measures/tools that will be used to identify and report successes, challenges, and lessons learned from your program activities. Please keep answers to 3,000 characters (1.25 pages) or less.
- 23. Plan to Collect Data Beyond the Terms of the Grant:** Describe your program's plan, if any, to track students beyond the terms of the grant. Please keep answers to 3,000 characters (1.25 pages) or less.
- 24. Program Sustainability:** Provide specific details on how your program plans to become self-sufficient beyond grant funding. Include sources of current funding, potential future funding, and strategies for becoming self-sufficient. Please keep answers to 2,000 characters (approximately .75 pages) or less.
- 25. Budget:** Detail how your program plans to expend grant funds, including individual line items and amounts. For more information, please refer to the "Budget Restrictions" section of the Grant Guide. Line Items:
- Student Stipends: \$3,000 per eligible participant. (Minimum of 10 eligible participants or \$30,000)
 - Direct Expenses: Advertising, meals, supplies, transportation, etc. (Please see question 26 to provide additional information on direct expenses)
 - Other Direct Expenses (Please see question 26 to provide additional information on other direct expenses)
 - Personnel Compensation (Please see question 27 to provide additional information on compensation)
 - Personnel Travel
 - Indirect Expenses: (Must be limited to 8 percent of \$8,000)
 - Total: Must not exceed \$100,000
- 26. Direct Expenses and Other Direct Expenses:** Please describe how funds will be used. Please keep answers to 2,000 characters (approximately .75 pages) or less.
- 27. If personnel will be compensated, please describe job duties, planned activities, and experience.** Please keep answers to 2,000 characters (approximately .75 pages) or less.
- 28. Overall Cost and In-Kind Contributions:** Describe the total amount needed to carry out/run the program, including the types of in-kind contributions (over and above the amount requested from this grant).
- 29. Letters of Recommendation:** Two letters of recommendation must be emailed to: brad.starkey-owens@oshpd.ca.gov Applications cannot be submitted without two letters of recommendation. Indicate "I Agree" to continue.

- 30. Contact information:** Provide the following contact information for the individuals who will be named in the Grant Agreement, if awarded. Please consult with your organization's contract management office and/or leadership to determine exactly whose name should appear in each section of the Grant Agreement, invoices, checks, etc.
- **FEIN:** Provide Federal Employer Identification Number.
 - **Organization:** Provide the applicant organization's name, department physical address, phone, and email as it should appear in the grant.
 - **Mailing Address:** Provide the applicant organization's mailing address.
- 31. Program Director:** Provide contact information as it should appear in the grant. Provide mailing address, if different than organization's address.
- 32. Program Coordinator:** Provide contact information as it should appear in the grant. Provide mailing address, if different than organization's address.
- 33. Grant Officer:** Provide contact information as it should appear in the grant. If there is no Grant Officer, enter Program Director/Coordinator. Provide mailing address, if different than organization's address.
- 34. Grant Coordinator:** Provide contact information as it should appear in the grant. If there is no Grant Officer, enter Program Director/Coordinator. Provide mailing address, if different than organization's address.
- 35. Organizational Assurance:** Provide the name, title, phone number, and email for the individual designated and who agrees to accept responsibility to ensure the grant expectations, completion of the project, and grant deliverables are met. This will serve as the signature for the official authorized to sign for the applicant's organization.
- 36. Agree/Disagree:** Indicate whether the individual listed above in the Organizational Assurance (Question 33) agrees or disagrees to accept responsibility to ensure the grant expectations, completion of the project, and grant deliverable are met.
- 37. Statement of Compliance:** Provide the name, phone number, and email for the individual who is authorized to agree to the following statement:
"The contractor's signature affixed hereon shall constitute a certification, under the penalty of perjury under the laws of state of California, that the applicant has unless exempted complied with the nondiscrimination program requirements of Government Code Section 12990 (a-f) and of Title 2, California Code of Regulations, Section 8113" (See State Contracting Manual, Chapter 4).
This will serve as the signature for the organization's compliance assurance.
- 38. Agree/Disagree:** Indicate whether the individual who is listed above in the Statement of Compliance (Question 35) agrees or disagrees.

Submitting the Application: After you complete your application, please click “Submit”. The Program Director and the Program Coordinator will both receive an electronic copy of the submitted application via email within one to two business days. Please retain for your records. This will serve as proof your application was submitted successfully.

PLEASE NOTE: Once submitted, an application cannot be modified.

Department Contact

For questions related to the CalPOST-BAC grant
please contact:

Daniel Alvarado
Program Administrator
Healthcare Workforce
Development Division

Tel. (916) 326-3710

daniel.alvarado@oshpd.ca.gov

Thank you!

We want to thank you for your interest in applying for the CalPOST-BAC grant and for your continued efforts in supporting those who are interested in pursuing health careers.