OSHPD Office of Statewide Health Planning and Development

California Student/Resident Experiences and Rotations in Community Health
CalSEARCH

Grant Guide
For Fiscal Year 2015–16

Application Due: February 22, 2016

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Background/Mission

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) is authorized by Health and Safety Code section 127885 to maintain this program, only to the extent that funds are appropriated for its purposes in the annual Budget Act or other statute, to include, among other things, the following related to the CalSEARCH program: providing support and technical assistance to health professional schools and colleges as well as to student and community organizations active in minority health professional development; conducting relevant manpower information and data analysis in the field of minority and disadvantaged health professional development; providing necessary consultation, recruitment, and counseling through other means; supporting and encouraging minority health professionals in training to practice in health professional shortage areas of California.

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) reinforces skill sets needed to successfully complete health professional education preparation through a continuum of health workforce development, education, and training programs. Considering the success of California's Student/Resident Experiences and Rotations in Community Health (CalSEARCH) program from 2009-2012, OSHPD has revitalized CalSEARCH with funding support from the Mental Health Services Act (MHSA) Workforce Education and Training (WET) program and The California Endowment (TCE). CalSEARCH provides experience, training, and mentoring linked to preceptors, mentors, and Community Projects. The program is designed to enhance the recruitment of needed mental/behavioral health, community health workers, and primary care professionals within underserved areas in California.

Workforce Education and Training (WET) Funding
The 2004 passage of Proposition 63, known now as the MHSA, provided a unique opportunity to increase access to much needed mental health services and to monitor statewide goals for serving children, transition-age youth, adults and older adults, and their families, and provided funding for programs, staffing and other resources that support public mental/behavioral health programs.

As a part of the MHSA, the WET Five-Year Plan was developed to provide goals and strategies to meet the state's public mental/behavioral health workforce needs. WET funding supports opportunities to increase the supply and distribution of the public mental health workforce. CalSEARCH will support the experience, training, and mentoring of students/residents to gain exposure to the Public Mental Health System (PMHS).

The California Endowment (TCE) Funding

In 2010, TCE embarked on a new strategic direction with the goal of supporting the development of 14 communities and Central Valley counties where children and youth are healthy, safe, and ready to learn. TCE seeks to improve employment opportunities, education, housing, neighborhood safety, unhealthy environmental conditions, access to healthy foods, and more. In studying these communities and their needs, community health workers/promotores (CHW/P) and primary care providers have been identified as an intricate part of the community, particularly in providing access to basic health care. There is, therefore, a need to foster training and develop skills for CHW/Ps and students/residents interested in primary care. TCE funding supports CalSEARCH by increasing experience, training, and mentoring opportunities for CHW/Ps and students/residents interested in primary care.

Target Participants

CalSEARCH program-funded activities are open to all students, residents, and CHW/Ps age 18 or older regardless of 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.

Available Funding, Award Categories, and Eligibility

Awarded grants are limited to the availability of funds from Fiscal Year 2015-16. 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.

The program period is defined as the period of time during which all activities related to the funded project must take place. The program period for this opportunity can be found in the "Key Dates" section.

Individuals are not eligible to apply.

CalSEARCH has three funding categories:
1. Award Category A: WET CalSEARCH for Mental/Behavioral Health
2. Award Category B: TCE CalSEARCH for CHW/Ps
3. Award Category C: TCE CalSEARCH for Primary Care

Award Category A: WET CalSEARCH for Mental/Behavioral Health	
Source	Proposition 63, the MHSA – Mental Health Workforce Education and Training
Total Funds Available	$347,000
Funds Available Per Program	$9,000–$30,000 to host a minimum of three (3) and a maximum of ten (10) students/residents NOTE: Your program may serve more than ten participants. However, funding for those participants must come from other sources outside of CalSEARCH.
Main Objective	Support PMHS organizations in the creation or expansion of programs that offer experiences, training, and mentoring for students/residents to generate an interest in the mental and behavioral health fields and in working in underserved areas of the state. This award category focuses on career exposure in the PMHS by offering experiences, training, and mentoring through the use of preceptor/mentor guided learning objectives and a Community Project. To learn more about the MHSA, visit: http://www.mhsoac.ca.gov/docs/mhsa_asamendedin2012 _ab1467andothers_010813.pdf Information about the learning objectives and Community Project can be found at: http://oshpd.ca.gov/hwdd/calsearch
Eligibility	Proposals will be accepted from organizations that are within the PMHS in the state. Per California Code of Regulations (CCR), Title 9, 3200.253, PMHS is defined as publicly funded mental health programs/services and entities that are administered, in whole or in part, by the state or county. It does not include programs and/or services administered, in whole or in part, by federal, state, county or private correctional entities or programs or services provided in correctional facilities.

Award Category B: TCE CalSEARCH for CHW/Ps		
Source	The California Endowment	**Eligible Counties:**
Total Funds Available	$400,000–shared between award categories B and C	Alameda
Per Program	$12,000–$40,000 to host a minimum of three (3) and a maximum of ten (10) CHW/Ps NOTE: Your program may serve more than ten participants. However, funding for those participants must come from other sources outside of CalSEARCH.	Contra Costa Del Norte Fresno Humboldt Kern Kings Los Angeles Madera
Main Objective	Help support organizations that utilize, employ, and/or collaborate with CHW/Ps to create programs that offer experiences, training, and mentoring for CHW/Ps located in the 14 BHC counties and/or the Central Valley Counties (listed on the right). To learn more about the 14 BHCs visit: http://www.calendow.org/communities/building-healthy-communities Information about the learning objectives and Community Project can be found at: http://oshpd.ca.gov/hwdd/calsearch	Merced Monterey Riverside Sacramento San Diego San Joaquin Stanislaus Tulare Yolo
Eligibility	Proposals will be accepted from organizations that utilize, employ, and/or collaborate with CHW/Ps located within the listed counties.	

Award Category C: TCE CalSEARCH for Primary Care		
Source	The California Endowment	**Eligible Counties:**
Total Funds Available	$400,000–shared between award categories B and C	Alameda Contra Costa Del Norte Fresno Humboldt Kern Kings Los Angeles Madera Merced
Per Program	$9,000–$30,000 to host a minimum of three (3) and a maximum of ten (10) students/residents NOTE: Your program may serve more than ten participants. However, funding for those participants must come from other sources outside of CalSEARCH.	
Main Objective	Support primary care organizations to create programs that offer experience, training, and mentoring for students to create an interest in the primary care field and work with underserved areas/with underserved populations located in the 14 BHC counties and/or the Central Valley Counties (listed on the right). To learn more about the 14 BHC sites visit: http://www.calendow.org/communities/building-healthy-communities Information about the learning objectives and Community Project can be found at: http://oshpd.ca.gov/hwdd/calsearch	Monterey Riverside Sacramento San Diego San Joaquin Stanislaus Tulare Yolo
Eligibility	Proposals will be accepted from health care sites, general practices, or clinics that offer primary care services such as family medicine, internal medicine, pediatrics, and obstetrics and gynecology and located within the listed counties.	

Initiating an Application

You are invited to submit one or more applications in response to this grant. To submit an application, you must comply with the instructions contained in the "Technical Guide" section. It is the applicant's responsibility to provide all necessary information for 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 grant, and adhere to the proposed budget.

All applications will be received through our web-based application CalREACH. All applicant organizations and their designees must register in CalREACH and submit all application materials through this system.

To access CalREACH, go to: https://calreach.oshpd.ca.gov

You will be required to register as a new user or enter your existing username and password in order to access the application materials. If you have already registered in CalREACH and do not remember your password, access the "Forgot Your Password" link to reset your password. Detailed information regarding CalREACH, including how to register and how to complete and submit your application, can be found in the "Technical Guide" section.

Budget Restrictions

The applicant's budget in response to this grant shall not exceed:

- $30,000 for Award Category A: WET CalSEARCH for Mental/Behavioral Health
- $40,000 for Award Category B: TCE CalSEARCH for CHW/Ps
- $30,000 for Award Category C: TCE CalSEARCH for Primary Care

Amounts listed above are the maximum allowable amounts awarded in each category to any single grantee. Funds allocated to indirect costs 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.

Budget Restriction for Award Category A: WET CalSEARCH for Mental/Behavioral Health

Awards will be between $9,000 and $30,000.

If, for example, the program is serving three students/residents, the award budget will be as follows:
- $9,000 will serve at least three students/residents.
- Each student/resident will be paid a stipend of $1,500 upon completion of an 80 hour experience, training, mentoring, and submission of Community Project.
- Students/residents will be supported by preceptors/mentors.
- Each preceptor/mentor will be paid a stipend of $1,000 upon completion of student/resident experience, training, mentoring, and submission of Community Project.

Sample budget for serving a minimum of three students/residents:

Grantee (Administrative/Overhead		$ 780
Preceptor/Mentor (3 Stipends)		3,000
Student/Resident (3 Stipends)		4,500
Indirect Costs (limited to 8 percent)	Shall not exceed	720
Total		$ 9,000

See Appendix A for additional sample budgets for award category A.

Budget Restriction for Award Category B: TCE CalSEARCH for CHW/Ps

Awards will be between $12,000 and $40,000.

If, for example, the program is serving three CHW/Ps, the award budget will be as follows:
- $12,000 will serve at least three CHW/Ps.
- Each CHW/P will be paid a stipend of $2,000 upon completion of a 105 hour experience, training, mentoring, and submission of a Community Project.
- CHW/Ps will be supported by preceptors/mentors.
- Each preceptor/mentor will be paid a stipend of $1,200 upon completion of CHW/P experience, training, mentoring, and submission of Community Project.

Sample budget for serving a minimum of three CHW/Ps:

Grantee (Administrative/Overhead		$ 1,440
Preceptor/Mentor (3 Stipends)		3,600
CHW/Ps (3 Stipends)		6,000
Indirect Costs (limited to 8 percent)	Shall not exceed	960
Total		$ 12,000

See Appendix B for additional sample budgets for award category B.

Budget Restriction for Award Category C: TCE CalSEARCH for Primary Care
Awards will be between $9,000 and $30,000.

If, for example, the program is serving three students/residents, the award budget will be as follows:

- $9,000 will serve at least three students/residents.
- Each student/resident will be paid a stipend of $1,500 upon completion of an 80 hour experience, training, mentoring, and submission of Community Project.
- Students/residents will be supported by preceptors/mentors.
- Each preceptor/mentor will be paid a stipend of $1,000 upon completion of student/resident experience, training, mentoring, and submission of Community Project.

Sample budget for serving a minimum of three students/residents

Grantee (Administrative/Overhead		$ 780
Preceptor/Mentor (3 Stipends)		3,000
Student/Resident (3 Stipends)		4,500
Indirect Costs (limited to 8 percent)	Shall not exceed	720
Total		$ 9,000

See Appendix C for additional sample budgets for award category C.

The following budget requirements shall apply to all submitted applications:

Funds CAN be used:

- To hire consultants, lecturers, workshop instructors, and/or sub-grantees for the delivery of grant services.
- For in-state travel (in accordance with OSHPD travel policies), advertising, meals, supplies and off-campus 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.
- For reasonable accommodations for participants with disabilities, including instructional/program aids.

Funds CANNOT be used:

- For out-of-state travel.
- 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 (including public mental/behavioral health, CHW/P, and primary care subject matter experts).

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. All funds not awarded in a specific award category may be diverted to other award categories.

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, including geographic distribution and if grantees and/or funded activities are located in health professional shortage areas, medically underserved areas, and/or serve medically underserved populations. Once the final selections have been made, grantees will be announced by the date listed in this Grant Guide.

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.

Evaluation and Scoring Criteria for Award Categories A, B, and C	Point Distribution	Evaluation Criteria
Applicant Proposal: Does the applicant conform to the grant requirements for respective award category? Does the applicant target disadvantaged and/or underrepresented individuals? Does the budget conform to grant requirements?	Pass/Fail	Pass/Fail
Organization Background: Does the applicant's experience and background/history support CalSEARCH program objectives?	Points: 0–5	Does Not Meet: 0 Poor: 1 Meets: 2–3 Exceeds: 4–5
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: 0–10	Does Not Meet: 0 Poor: 1–4 Meets: 5–8 Exceeds: 9–10
Program Proposal: Does the applicant's utilization of CalSEARCH funds support the aim to resolve the challenges and problems specific to the target population/demographics described?	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 CalSEARCH?	Points: 0–10	Does Not Meet: 0 Poor: 1–4 Meets: 5–8 Exceeds: 9–10
Participants: Is the applicant targeting students/residents or CHW/Ps who represent underserved or unserved areas? Is the applicant keeping students/residents and CHW/Ps engaged (including cross training and collaboration for CHW/Ps in category B)?	Points: 0–5	Does Not Meet: 0 Poor: 1 Meets: 2–3 Exceeds: 4–5
Learning Objectives: Does the applicant plan to utilize the learning objectives in working with students/residents or CHW/Ps?	Points: 0–5	Does Not Meet: 0 Poor: 1 Meets: 2–3 Exceeds: 4–5
Community Project: Does the applicant support the implementation, completion, and sustainability of the students'/residents' or CHW/Ps' community projects?	Points: 0–5	Does Not Meet: 0 Poor: 1 Meets: 2–3 Exceeds: 4–5
Partnerships: Does the applicant partner with educational institutions, community organizations, private/non-profit institutions, employers, and/or governmental institutions to carry out program activities and continue ongoing participant engagement (including, but not limited to, letters of recommendation)?	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? Does the applicant have measures to evaluate and report challenges, success, and lessons learned?	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 CalSEARCH funding?	Points: 0–5	Does Not Meet: 0 Poor: 1 Meets: 2–3 Exceeds: 4–5

Grant Agreement Deliverables

- Support the minimum number of participants under the applicable award category or the number outlined in the grantee's application, whichever is greater.
- 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.
- Provide each student/resident with an 80 hour experience, training, and mentoring (for award category A or C) or each CHW/P with a 105 hour experience, training, and mentoring (for award category B).
- Each student/resident or CHW/P will be assigned a preceptor/mentor to provide experience, training, and mentoring, of which, must include exposure to learning objectives, support, and guidance in the student's/resident's or CHW/P's completion of the Community Project.
- 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.
  - The Work Plan will be submitted in CalREACH. A template will be available to grantees when they access the system.
- Pre and post surveys must be filled out from all students/residents and CHW/Ps at the start and end of the program. At the end of the program, preceptors/mentors must complete a post survey for every student/resident or CHW/P they mentor. OSHPD will provide pre and post surveys along with an optional demographic survey and will be posted to the CalSEARCH website: http://www.oshpd.ca.gov/hwdd/calsearch/
- 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 in CalREACH. 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.
  - Cultural and Linguistic Responsive Care: Highlights activities and impact
  - Partnerships: Highlights successes, challenges and lessons learned.
  - Evaluation and Data Collection: Provides data summation on student/resident experience, training, and mentoring or CHW/P experience, training, and mentoring–including, race and/or ethnicity; qualitative and quantitative response/outcome summary of pre and post surveys.
  - Budget Accountability: Describes how grant funds have been spent and plans for program sustainability beyond CalSEARCH.
  - Submit Community Project for each student/resident or CHW/P.

- 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 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 which are 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 in writing to the OSHPD contact at least 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).
- Grants 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 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 deliverables as required. Applicants must be aware of the state and federal disability laws and procedures for ensuring universal access.
- If you have been a previous grantee, you may reapply for another grant. However, it is not guaranteed that you will receive an additional grant. Your application will be treated as a first-time applicant.
- 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 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 and/or in the CalREACH system.

To allow for timely and consistent responses to questions posed by potential applicants, CalSEARCH 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/calsearch.

If you have questions related only to the electronic application in CalREACH and have not found your answers in this Grant Guide, refer to the CalREACH User Guide at: https://calreach.oshpd.ca.gov (you must be logged in to CalREACH to access the guide) or call 1-800-820-1890.

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 main objectives of this grant, what a successful application should contain, and a brief demonstration of CalREACH to assist you in completing and submitting an application in the system. Please refer to this Grant Guide, specifically the "Technical Guide" section, to assist you during the webinar.

To register please visit: http://www.oshpd.ca.gov/hwdd/calsearch/

Key Dates

The key dates for the program year are as follows:

Application open in the CalREACH system	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

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[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

Accessing the Application System

A web-based application system, Responsive Electronic Application for California's Healthcare (CalREACH) 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 in the system.

To access CalREACH, go to: https://calreach.oshpd.ca.gov

Registration and Login

All applicant organizations and their designees must register in CalREACH. To register for the first time, click the NEW USER link on the "Login Page" and follow the instructions. Once approved, you will receive a confirmation email which will allow you to login using your username and password. You will then be directed to the "Welcome Page". From the "Welcome page", you have the option to View Available Opportunities, Open My Inbox, or Open My Tasks.

Initiating an Application

Once you have successfully logged in to CalREACH, you will be able to View Available Opportunities from the "Welcome Page". Click on VIEW OPPORTUNITIES, locate the CalSEARCH 2015/16 grant and, when ready, click the APPLY NOW button.

Application Format and Content

Once you have agreed to apply for CalSEARCH in CalREACH, you will have the ability to view, edit, and complete forms on the CalSEARCH Menu page. Clicking on the blue VIEW FORMS button will allow you to access the forms of the electronic application.

NOTE: The system will time-out after two hours from the start of the application. To continue in the system after two hours, save your work, logout and log back in.

IMPORTANT: To access a saved application, see the "CalREACH How To" section of this Grant Guide.

Each title that follows constitutes a form (click to access) in CalREACH and is required information for your application. Each form contains instructions on top of the page, character limits, formatting, and informational notes which can be seen by hovering over the box with your mouse.

Enter the appropriate information into each form. To save your work, click the blue SAVE button on your screen anytime you leave a form or the system.

Each application consists of 14 forms identified below:
1. Applicant and Program General Information
2. Organizational Background
3. Program Proposal
4. Program Objectives and Work Plan Activities
5. Program Elements
6. Marketing and Outreach
7. Partnerships
8. Letters of Recommendation
9. Data Plan and Evaluation
10. Program Sustainability
11. Budget
12. Grantee Information
13. Organizational Assurances
14. Statement of Compliance

FORM 1 – Applicant and Program General Information

Award Category: Select Award Category A, B, or C.
- Category A: Mental Health
- Category B: Community Health Workers/Promotores
- Category C: Primary Care

Organization: Provide the applicant organization's name.

Program Name: Specify the name of the program to be funded.

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.
For example:
- **Award Category A Mental / Behavioral Health example:** "The program will provide experience, training, and mentoring in the PMHS where students and residents will be able to ..."
- **Award Category B CHW/P example:** "The program will provide experience, training, and mentoring for CHW/Ps where they will..."
- **Award Category C Primary Care example:** "The program will provide experience, training, and mentoring for student and residents in primary care where they will…"

County: Provide the county or counties where grant services and activities will take place. List all counties that apply.

Participant Type: Identify the types of participants/target audience to be served by the grant. Options provided:
- Student/Residents (For Award Category A & C Only)
- CHW/Ps (For Award Category B Only)
- Other (Please specify other Participant Type)

Outreach and Recruitment Efforts: Identify the types of underserved populations/areas that will be targeted and where outreach efforts will take place, including the types of professions you will be recruiting.

Other Outreach and Recruitment Efforts: Identify any other outreach and recruitment efforts. Options provided:
- African American
- Latino/Hispanic
- Native American
- Southeast Asian
- Current/Former Foster Youth
- Migrant/Seasonal Farm Workers
- Spouses/Legal Partners of Migrant/Seasonal Farm Workers
- Children of Migrant/Seasonal Farm Workers
- Persons with disabilities
- LGBTQ
- Other (please specify other outreach and recruitment efforts)

Target Area: Identify area types in which the majority of your program's funded grant activities will take place. Options provided:
- Health Professional Shortage Area
- Medically Underserved Area
- Rural Area
- Urban/Inner City

FORM 2 – Organization Background

Organizations Background/History: Describe your organization's background/history and demonstrate how those experiences support the goals of the grant. Limit your response to 4000 characters.

Personnel Background/Experience: Describe the background/experience and duties of the personnel performing the program activities proposed. Limit your response to 4,000 characters.

FORM 3 – Program Proposal

Challenges: Describe challenges specific to the target populations, demographics, and/or occupations. Limit your response to 4,000 characters.

Resolutions: Describe how the grant funds will be utilized to resolve the challenges specific to the target populations, demographics, and/or occupations described. Limit your response to 4,000 characters.

FORM 4 – Program Objectives and Work Plan Activities

Program Start Date: Provide approximate start date of program.

Program End Date: Provide approximate end date of program.

NOTE: Grant activities must take place during the program period noted in the "Key Dates" section of this grant.

Objectives: State specific program objectives to be accomplished through support of the proposed approach and how these objectives will fulfill the award category's intent and grant deliverables. Limit your response to 4,000 characters.

Work Plan Activities: Describe the activities that will be undertaken to achieve the Learning Objectives including all meetings with dates and locations. Limit your response to 4,000 characters.

FORM 5 – Program Elements

Participant Engagement: Describe how you will keep participants engaged throughout grant funded activities. Refer to the Learning Objectives under your award category for support: http://oshpd.ca.gov/hwdd/calsearch Limit your response to 3,000 characters.

Learning Objectives: Describe how you will utilize the Learning Objectives in working with participants. Information on the Learning Objectives for your award category can be found at: http://oshpd.ca.gov/hwdd/calsearch Limit your response to 3000 characters.

Community Project: Describe how you will support the implementation, completion, and sustainability of the Community Project. Information about the Community Project can be found in the Learning Objectives under your award category at: http://oshpd.ca.gov/hwdd/calsearch Limit your response to 3,000 characters.

FORM 6 – Marketing and Outreach

Outreach and Recruitment Efforts: Describe how you will outreach and recruit participants from targeted areas and populations/demographics/occupations. Limit your response to 3,000 characters.

FORM 7 – Partnerships

Organization: Provide the name of the partner organization.

Existing/Proposed: Identify if this is an existing or proposed partnership.

Method: Describe how this partner will engage in program activities, advance your program objectives, provide funding, and/or support your program sustainability. Limit your response to 2,000 characters.

FORM 8 – Letters of Recommendation

Two letters of recommendation must be scanned and then uploaded into this form by clicking on the BROWSE button. Applications cannot be submitted without two letters of recommendation.

FORM 9 – Data Plan and Evaluation

Data Collection: Describe your plans/methodologies for collecting and reporting data for the proposed program activity(ies). Limit your response to 3,000 characters.

Program Evaluation: Describe the measures/tools that will be used to identify and report successes, challenges, and lessons learned from the program activity(ies). Limit your response to 3,000 characters.

FORM 10 – Program Sustainability

Sustainability: Provide specific indicators of the extent and means by which your program plans to become self-sufficient beyond CalSEARCH 2015/16 program funding. Include sources of current funding, potential future funding, and strategies and timetables for becoming self-sufficient. Limit your response to 2,000 characters.

FORM 11 – Budget

Number of Participants: Please select the number of participants to be served from the drop down menu. Must be minimum of three (3) and a maximum of ten (10).

Applicant Budget: For specific dollar amounts to be entered, refer to the appropriate appendix located in the Grant Guide. Input the dollar amounts based on the participants to be served. For Award Category A, see Appendix A. For Award Category B, see Appendix B. For Award Category C, see Appendix C. You must enter the amounts *exactly* as they are modeled on the appendices.

Describe Grantee Admin/Overhead Costs: Refer to the "Budget Restrictions" section of the grant as you describe grantee overhead costs which must conform to grant requirements. Refer to this Grant Guide for additional information. Limit your response to 2,000 characters.

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). Limit your response to 2,000 characters.

FORM 12 – Grant 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, if different than physical address.
- **HR/Program Director:** Provide contact information as it should appear in the grant.
- **HR/Program Director's Mailing Address:** Provide mailing address, if different than organization's address.
- **HR/Program Coordinator:** Provide contact information as it should appear in the grant.
- **HR/Program Coordinator's mailing address:** Provide mailing address, if different than organization's address.
- **Grant Officer:** Provide contact information as it should appear in the grant. If there is no Grant Officer, enter Program Director/Coordinator.
- **Grant Officer's Mailing Address:** Provide mailing address, if different than organization's address.
- **Authorized Program Official:** Provide contact information as it should appear in the grant.

- **Authorized Program Official Mailing Address:** Provide mailing address, if different than organization's address.

FORM 13 – Organizational Assurances

Organization's Assurance: Provide the name, title, phone number, and email for the designated individual who agrees to accept responsibility to ensure that the CalSEARCH grant expectations, project completion, and grant deliverables are met. This will serve as the signature for the official authorized to sign for the applicant's organization.

Agree/Disagree: Indicate whether the individual who is listed under Organization's Assurance agrees or disagrees with the above statement.

FORM 14 – 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.

Agree/Disagree: Indicate whether the individual who is listed under the Statement of Compliance agrees or disagrees.

CalREACH How To:

Determining Space Availability
Some forms that make up the application have character limitations. Please limit your response when completing those forms. The character limit has been clearly noted at the bottom of the text box.

Copying-and-Pasting into the System
Be cautious while utilizing the copy-and-paste function of most word processing programs to transfer text into text boxes within CalREACH. CalREACH will not recognize certain formatting, including tables, graphs, bullets, and certain tabs. Copying and pasting text into any standard "notepad" (or equivalent) program first will demonstrate similar formatting to the text boxes in CalREACH. Copied text may appear correct on the screen but still cause an error when trying to print the page.

Saving Application Forms in the System
Before clicking on to the next form or exiting the system, click the blue SAVE button or you will lose your work. Saving a form or an application is NOT submitting an application. To submit your application, please see the "Submitting an Application" section below.

Accessing a Saved Application
If you stop before completing the application, you will be able to continue where you left off by simply logging into the system with your username and password, clicking the blue OPEN MY TASKS button from the "Welcome" page and selecting the application you would like to access by clicking on the name.

Adding Individual Logins to Others in your Organization
The Primary External Program Director has administrative rights to create logins for other individuals for whom access to your application(s) will be allowed. To do so, click the MY ORGANIZATION'S link located in the brown bar at the top of the "Welcome" page. Click the ORGANIZATION MEMBERS link, then the ADD MEMBER link. On the next screen, you can add an individual by clicking the blue NEW MEMBER button and enter all the required information. Be careful to enter "date active" consistent with your requirements and there will only be one "Role" option to select in the related drop down menu.

Providing Access to the Application to Others
The Primary External Program Director has administrative rights to add or remove other users to/from applications. Only users assigned to an organization can be added to a document.

Any External Program Director added to the application will also be automatically added to all corresponding related documents when each is created. New users to CalREACH will not be automatically added to existing applications. However, any user may be manually added to the application throughout the entire application completion process.

To add users to an application, click on the application of choice in the MY TASKS section on the "Main Menu" page. Click on the VIEW MANAGEMENT TOOLS button and chose the Add/Edit people link. Type in the name of the individual in the search criteria box and click the SEARCH button. From the search results, select the individual's name, set the security role and fill-in the date you would like this individual to begin having access to the application. Click on the blue SAVE button.

Printing an Application for Your Records/Use
At any time, you may print out a copy of your full application. From the CalSEARCH page, click the blue VIEW MANAGEMENT TOOLS button and then click the CREATE FULL PRINT VERSION link.

Deleting an Application
To delete an application that was started, click the MY HOME link in the blue bar at the top of the page you are on. Click on the blue OPEN MY TASKS button. Click on the application name, click the blue VIEW STATUS OPTIONS button and click the APPLY STATUS button underneath APPLICATION CANCELLED. It will no longer appear in My Tasks.

Submitting an Application
A saved application is NOT a submitted application. The application is considered submitted when the application status is changed to SUBMITTED in CalREACH. This is done on the main screen under CHANGE THE STATUS on the CalSEARCH Menu page by clicking the blue VIEW STATUS OPTIONS button. On the Status Options page, see APPLICATION SUBMITTED and click the blue APPLY STATUS button located underneath.
Please note:

- By submitting the application, you/your organization agrees to the grant Terms and Conditions. Late or incomplete applications will not be considered. For more detailed information, refer to the "Key dates" section in this Grant Guide.
- Once you click the submit button, you will NOT be able to go back to revise the application.
- Applications will not submit if there are any errors found in the system, including missing information such as letter of recommendation, contact information, etc. An error is denoted by a red hand icon next to the FORM link. Go to that page and make changes to clear the error.
- CalREACH will send a confirmation of receipt via email to the designated HR/Program Director and HR/Program Coordinator.
- A completed application contains all completed FORMS, including the two letters of recommendation which were uploaded into the LETTERS OF RECOMMENDATION Form. The application and supporting documents must be submitted by the application deadline noted in the "Key Dates" section of this Grant Guide.

Submitting Multiple Applications
An organization can submit a separate application for each CalSEARCH program they propose to implement (within the same or different award category). For example, it is allowable for an organization to submit multiple applications if they are seeking funding in different award categories or if they are interested in implementing multiple programs in multiple locations. Organizations are not allowed to submit the exact same application twice in an effort to double the size of their proposed CalSEARCH program. To be eligible for consideration, all applications must be submitted individually and by the deadline.

Department Contact

For questions related to the
CalSEARCH grant
please contact:

For questions related to the electronic
application in CalREACH
please contact:

Daniel Alvarado
Program Administrator
Healthcare Workforce
Development Division

Trisha Duchaine
Program Analyst
Healthcare Workforce
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Tel. (916) 326-3710

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Daniel.Alvarado@oshpd.ca.gov

Trisha.Duchaine@oshpd.ca.gov

Thank you!

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

Appendix A: Award Category A WET CalSEARCH for Mental / Behavioral Health Sample Budgets

Information below will be entered in Form 11–Budget.

The following sample budgets represent dollar amounts for the range of students/residents to be served in award category A. These dollar amounts **must** be entered exactly in Form 11–Budget in CalREACH depending on the participant size of your program.

Award category A: WET CalSEARCH for Mental/Behavioral Health

Min. $9,000 award category, sample budget for serving a minimum of 3 students/residents

Grantee (Administrative Costs/Overhead)		$ 780
Preceptor/Mentor (3 Stipends)		3,000
Student/Resident (3 Stipends)		4,500
Indirect costs (limited to 8 percent)	Shall not exceed	720
Total		$ 9,000

Min. $12,000 award category, sample budget for serving a minimum 4 students/residents

Grantee (Administrative Costs/Overhead)		$ 1,040
Preceptor/Mentor (4 Stipends)		4,000
Student/Resident (4 Stipends)		6,000
Indirect costs (limited to 8 percent)	Shall not exceed	960
Total		$ 12,000

Min. $15,000 award category, sample budget for serving a minimum 5 students/residents

Grantee (Administrative Costs/Overhead)		$ 1,300
Preceptor/Mentor (5 Stipends)		5,000
Student/Resident (5 Stipends)		7,500
Indirect costs (limited to 8 percent)	Shall not exceed	1,200
Total		$ 15,000

Min. $18,000 award category, sample budget for serving a minimum 6 students/residents

Grantee (Administrative Costs/Overhead)		$ 1,560
Preceptor/Mentor (6 Stipends)		6,000
Student/Resident (6 Stipends)		9,000
Indirect costs (limited to 8 percent)	Shall not exceed	1,440
Total		$ 18,000

Min. $21,000 award category, sample budget for serving a minimum 7 students/residents

Grantee (Administrative Costs/Overhead)		$ 1,820
Preceptor/Mentor (7 Stipends)		7,000
Student/Resident (7 Stipends)		10,500
Indirect costs (limited to 8 percent)	Shall not exceed	1,680
Total		$ 21,000

Min. $24,000 award category, sample budget for serving a minimum 8 students/residents

Grantee (Administrative Costs/Overhead)		$ 2,080
Preceptor/Mentor (8 Stipends)		8,000
Student/Resident (8 Stipends)		12,000
Indirect costs (limited to 8 percent)	Shall not exceed	1,920
Total		$ 24,000

Min. $27,000 award category, sample budget for serving a minimum 9 students/residents

Grantee (Administrative Costs/Overhead)		$ 2,340
Preceptor/Mentor (9 Stipends)		9,000
Student/Resident (9 Stipends)		13,500
Indirect costs (limited to 8 percent)	Shall not exceed	2,160
Total		$ 27,000

Max $30,000 award category, sample budget for serving a minimum 10 students/residents

Grantee (Administrative Costs/Overhead)		$ 2,600
Preceptor/Mentor (10 Stipends)		10,000
Student/Resident (10 Stipends)		15,000
Indirect costs (limited to 8 percent)	Shall not exceed	2,400
Total		$ 30,000

Appendix B: Award Category B TCE CalSEARCH for CHW/Ps Sample Budgets

Information below will be entered in Form 11–Budget.

The following sample budgets represent dollar amounts for the range of students/residents to be served in award category B. These dollar amounts **must** be entered exactly in Form 11–Budget in CalREACH depending on the participant size of your program.

Award Category B: TCE CalSEARCH for CHW/Ps

Min. $12,000 award category, sample budget for serving a minimum of 3 CHW/Ps

Grantee (Administrative Costs/Overhead)	$ 1,440
Preceptor/Mentor (3 Stipends)	3,600
CHW/P (3 Stipends)	6,000
Indirect costs (limited to 8 percent)	Shall not exceed 960
Total	$ 12,000

Min. $16,000 award category, sample budget for serving a minimum of 4 CHW/Ps

Grantee (Administrative Costs/Overhead)	$ 1,920
Preceptor/Mentor (4 Stipends)	4,800
CHW/P (4 Stipends)	8,000
Indirect costs (limited to 8 percent)	Shall not exceed 1,280
Total	$ 16,000

Min. $20,000 award category, sample budget for serving a minimum of 5 CHW/Ps

Grantee (Administrative Costs/Overhead)	$ 2,400
Preceptor/Mentor (5 Stipends)	6,000
CHW/P (5 Stipends)	10,000
Indirect costs (limited to 8 percent)	Shall not exceed 1,600
Total	$ 20,000

Min. $24,000 award category, sample budget for serving a minimum of 6 CHW/Ps

Grantee (Administrative Costs/Overhead)	$ 2,880
Preceptor/Mentor (6 Stipends)	7,200
CHW/P (6 Stipends)	12,000
Indirect costs (limited to 8 percent)	Shall not exceed 1,920
Total	$ 24,000

Min. $28,000 award category, sample budget for serving a minimum of 7 CHW/Ps

Grantee (Administrative Costs/Overhead)		$ 3,360
Preceptor/Mentor (7 Stipends)		8,400
CHW/P (7 Stipends)		14,000
Indirect costs (limited to 8 percent)	Shall not exceed	2,240
Total		$ 12,000

Min. $32,000 award category, sample budget for serving a minimum of 8 CHW/Ps

Grantee (Administrative Costs/Overhead)		$ 3,840
Preceptor/Mentor (8 Stipends)		9,600
CHW/P (8 Stipends)		16,000
Indirect costs (limited to 8 percent)	Shall not exceed	2,560
Total		$ 32,000

Min. $36,000 award category, sample budget for serving a minimum of 9 CHW/Ps

Grantee (Administrative Costs/Overhead)		$ 4,320
Preceptor/Mentor (9 Stipends)		10,800
CHW/P (9 Stipends)		18,000
Indirect costs (limited to 8 percent)	Shall not exceed	2,880
Total		$ 36,000

Max. $40,000 award category, sample budget for serving a minimum of 10 CHW/Ps

Grantee (Administrative Costs/Overhead)		$ 4,800
Preceptor/Mentor (10 Stipends)		12,000
CHW/P (10 Stipends)		20,000
Indirect costs (limited to 8 percent)	Shall not exceed	3,200
Total		$ 40,000

Appendix C: Award Category C
TCE CalSEARCH for Primary Care Sample Budgets

Information below will be entered in Form 11–Budget.

The following sample budgets represent dollar amounts for the range of students/residents to be served in award category B. These dollar amounts **must** be entered exactly in Form 11–Budget in CalREACH depending on the participant size of your program.

Award Category C: TCE CalSEARCH for Primary Care

Min. $9,000 award category, sample budget for serving a minimum of 3 students/residents

Grantee (Administrative Costs/Overhead)	$ 780
Preceptor/Mentor (3 Stipends)	3,000
Student/Resident (3 Stipends)	4,500
Indirect costs (limited to 8 percent)	Shall not exceed 720
Total	$ 9,000

Min. $12,000 award category, sample budget for serving a minimum 4 students/residents

Grantee (Administrative Costs/Overhead)	$ 1,040
Preceptor/Mentor (4 Stipends)	4,000
Student/Resident (4 Stipends)	6,000
Indirect costs (limited to 8 percent)	Shall not exceed 960
Total	$ 12,000

Min. $15,000 award category, sample budget for serving a minimum 5 students/residents

Grantee (Administrative Costs/Overhead)	$ 1,300
Preceptor/Mentor (5 Stipends)	5,000
Student/Resident (5 Stipends)	7,500
Indirect costs (limited to 8 percent)	Shall not exceed 1,200
Total	$ 15,000

Min. $18,000 award category, sample budget for serving a minimum 6 students/residents

Grantee (Administrative Costs/Overhead)	$ 1,560
Preceptor/Mentor (6 Stipends)	6,000
Student/Resident (6 Stipends)	9,000
Indirect costs (limited to 8 percent)	Shall not exceed 1,440
Total	$ 18,000

Min. $21,000 award category, sample budget for serving a minimum 7 students/residents

Grantee (Administrative Costs/Overhead)		$ 1,820
Preceptor/Mentor (7 Stipends)		7,000
Student/Resident (7 Stipends)		10,500
Indirect costs (limited to 8 percent)	Shall not exceed	1,680
Total		$ 21,000

Min. $24,000 award category, sample budget for serving a minimum 8 students/residents

Grantee (Administrative Costs/Overhead)		$ 2,080
Preceptor/Mentor (8 Stipends)		8,000
Student/Resident (8 Stipends)		12,000
Indirect costs (limited to 8 percent)	Shall not exceed	1,920
Total		$ 24,000

Min. $27,000 award category, sample budget for serving a minimum 9 students/residents

Grantee (Administrative Costs/Overhead)		$ 2,340
Preceptor/Mentor (9 Stipends)		9,000
Student/Resident (9 Stipends)		13,500
Indirect costs (limited to 8 percent)	Shall not exceed	2,160
Total		$ 27,000

Max $30,000 award category, sample budget for serving a minimum 10 students/residents

Grantee (Administrative Costs/Overhead)		$ 2,600
Preceptor/Mentor (10 Stipends)		10,000
Student/Resident (10 Stipends)		15,000
Indirect costs (limited to 8 percent)	Shall not exceed	2,400
Total		$ 30,000