OSHPD

Office of Statewide Health Planning and Development

State of California

Office of Statewide Health Planning and Development

Healthcare Workforce Development Division

California Student/Resident Experiences and Rotations in Community Health (CalSEARCH)

Request for Application

(RFA 14-5545)

February 20, 2015

Application Due: March 20, 2015 (2:00 p.m.)

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Background/Mission

Chapter 434, Statutes of 1981 (Health and Safety Code Section 127885 et seq.) and the 1985-86 Budget authorized the Office of Statewide Health Planning and Development (OSHPD) to provide grants to facilitate the training of underrepresented individuals for health professions needed in underserved areas of the State of California (State).

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 the funding support of Workforce Education and Training (WET) and The California Endowment (TCE). CalSEARCH provides clinical experiences linked to preceptors, mentors, and community projects. The program is designed to enhance the recruitment of needed mental health and healthcare professionals within rural, urban, inner city, and underserved/unserved areas.

Workforce Education and Training (WET) Funding

The passage of Proposition 63, known now as the Mental Health Services Act (MHSA), in November 2004 provided a unique opportunity to increase access to much-needed services and monitor statewide goals for serving children, transition age youth, adults and older adults, and their families, including funding programs, staffing and other resources that support public mental health programs. As a result of Proposition 63, the WET Five Year Plan was developed to provide goals and strategies to meet the California public mental healthcare workforce needs.

WET funding supports opportunities to increase the supply and distribution of the public mental health workforce and the representation of individuals with lived experience, and of racial, ethnic, and cultural communities in the provision of client service and support. CalSEARCH will support the rotation and experiences of students/residents to gain exposure to the Public Mental Health System (PMHS).

The California Endowment (TCE) Funding

In 2010, The California Endowment embarked on a new, 10-year strategic direction: Building Healthy Communities (BHC). The goal of this partnership is to support the development of 14 communities where children and youth are healthy, safe and ready to learn. These 14 BHC in California seek 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) have been identified as an intricate part of the community, particularly in how many access healthcare. Therefore, there is a need to foster training and develop skills for CHW/Ps.

TCE funding supports CHW/Ps in CalSEARCH by increasing clinical rotations and employment opportunities to front line healthcare professionals, such as CHW/Ps, who are recognized by the U.S. Department of Labor and the American Public Health Association as linguistically and culturally competent, trained, and sometimes certified, medical personnel that work within their

own community to outreach and build bridges between community members and healthcare professionals. CalSEARCH will also support expanded use, formalization, and institutionalization of CHW/Ps in California through creating experiences and opportunities in underserved areas; increasing recruitment and retention of CHW/Ps; providing general/supportive program infrastructure and incentivizing clinics and community health centers, as well as other organizations, to hire and institutionalize CHW/Ps.

Available Funding and Award Categories

CalSEARCH has two funding categories.

Awarded grants are limited to the availability of funds from Fiscal Year 2014-15 with specific approval for the 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 initial grant award as a result of this RFA.

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

The Award Categories are as follows:

Award Category A: WET CalSEARCH
$250,000 is available in funding. Minimum awards of $9,000 will serve a minimum of 3 students/residents. Maximum awards of $30,000 will serve a minimum of 10 students/residents.

This award category focuses on career exposure in the PMHS by offering experiences/rotations in the PMHS through the use of preceptor/mentor guided learning objectives and a community project. 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 Departments 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. Information about the learning objectives and community project can be found at http://oshpd.ca.gov/HWDD/CalSEARCH/.

Award Category B: TCE CalSEARCH
$440,000 is available in funding. Minimum awards of $12,000 will serve a minimum of 3 CHW/Ps. Maximum awards of $40,000 will serve a minimum of 10 CHW/Ps.

This award category focuses on providing experiences/training for CHW/Ps within the 14 BHCs or one of the designated counties of the Central Valley (e.g. Fresno, Kern, Kings, Madera, Merced, Sacramento, San Joaquin, Stanislaus, Tulare, and Yolo) identified by TCE through the use of preceptor/mentor guided learning objectives and a community project. To learn more about the 14 BHCs, see: 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/.

Who Can Apply?

Eligible Applicants

Award Category A: WET CalSEARCH

Proposals will be accepted from organizations within the PMHS in the state of California. Per California Code of Regulations (CCR), Title 9, 3200.253, Public Mental Health System is defined as publicly-funded mental health programs/services and entities that are administered, in whole or in part, by the State Departments 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.

Individuals are not eligible to apply. If individuals are interested in serving in experiences/rotations, please stay engaged in updates, as awarded organizations will be announced and posted on http://oshpd.ca.gov/HWDD/CalSEARCH/.

Award Category B: TCE CalSEARCH

Proposals will be accepted from organizations within the 14 BHCs or one of the designated counties of the Central Valley (e.g. Fresno, Kern, Kings, Madera, Merced, Sacramento, San Joaquin, Stanislaus, Tulare, and Yolo) identified by TCE. To learn more about the 14 BHCs, see: http://www.calendow.org/communities/building-healthy-communities/.

Individuals are not eligible to apply. If individuals are interested in serving in experiences/training, please stay engaged in updates, as awarded organizations will be announced and posted on http://oshpd.ca.gov/HWDD/CalSEARCH/.

Target Participants

The CalSEARCH funded activities are open to all students/residents (Category A) or CHW/Ps (Category B) age 18 or older regardless of 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 healthcare 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 and populations (i.e. persons with disabilities, former foster youth, LGBTQ, etc.) whenever possible.

Initiating an Application

You are invited to submit one or more applications in response to this RFA. To submit an application, you must comply with the instructions contained in this RFA. It is the applicant's responsibility to provide all necessary information for OSHPD to evaluate the application, verify information contained in the application, and determine the applicant's ability to perform the tasks and activities as described in the application and adhere to the proposed budget.

All applications will be received through our web-based application CalREACH (California's Responsive Electronic Application for California's Healthcare). 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 of this RFA.

Application Format and Content

Each application consists of 14 forms:

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

For information about how each form will be evaluated see the Evaluation and Scoring Criteria Procedures section of this RFA.

Budget Restrictions

The applicant's budget in response to this RFA shall not exceed $30,000 (Category A) or $40,000 (Category B) which is the maximum award amount 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 and/or increase the number of awards if additional funding becomes available).

A minimum of $690,000 has been made available to fund CalSEARCH.

Award Category A: WET CalSEARCH

Awards will be between $9,000 and $30,000. $9,000 awards 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/rotation 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/rotation and submission of community project.

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

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

See Appendix A for additional sample budgets for Category A.

Award Category B: TCE CalSEARCH

Awards will be between $12,000 and $40,000. $12,000 awards 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 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 and submission of community project.

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

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

See Appendix B for additional sample budgets for Category B.

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

Admin/Overhead 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 supplement the salaries of existing full-time staff of the organization
- For SWAG (i.e., promotional items, conferences giveaways)
- For gifts (such as gift cards)

However, Admin/Overhead funds CAN be used:

- To hire consultants or sub-grantees for the delivery of grant services
- For in-state travel (in accordance with OSHPD travel policies), 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.
- For reasonable accommodations for participants with disabilities, including instructional/program aids.

Application Submission Process

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. More than one application per organization may be submitted, but a separate CalREACH application must be submitted for each award 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.

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 healthcare, education, and/or workforce development and may include subject matter experts outside OSHPD (including public mental health and CHW/P).

Review Process

During the review process, the ESC will verify the presence of required information as specified in this RFA. Applications will be accepted and scored using only the established evaluation/scoring criteria contained in this RFA. Applications that are most consistent with the intent of this RFA 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 efforts are located in health professional shortage areas (HPSAs), medically underserved areas (MUAs), and/or serve medically underserved populations (MUPs). Once the final selections have been made, a Notice of Intent to Award will be released by the date listed in this

Protests

Protests stating the reason, law or rule, regulation, or practice violated in regard to the evaluation or awarding of grants or other aspects of the review/award process must be sent in writing to the Department Contact by no later than the date listed in this RFA. Protests shall be limited to the following grounds: OSHPD failed to correctly apply the standards for reviewing format requirements or evaluating the application as specified in this RFA.

Evaluation and Scoring Criteria

WET CalSEARCH and TCE CalSEARCH Evaluation/Scoring Criteria	Points Distribution	Score Guidelines
Applicant Proposal • Does the applicant conform to the RFA requirements for respective award category? • Does the applicant target disadvantaged and/or underrepresented individuals? • Does the budget conform to RFA requirements?	**Pass/Fail**	*Evaluation Criteria:* ***Pass / Fail***
Organization Background • Does the applicant's experience and background/history support CalSEARCH program objectives?	**Points = 0 - 5**	*Evaluation Criteria:* *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**	*Evaluation Criteria:* *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**	*Evaluation Criteria:* *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**	*Evaluation Criteria:* *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**	*Evaluation Criteria:* *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**	*Evaluation Criteria:* *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**	*Evaluation Criteria:* *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**	*Evaluation Criteria:* *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 RFA requirements? • Does the applicant have measures to evaluate and report challenges, success and lessons learned?	**Points = 0 - 10**	*Evaluation Criteria:* *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**	*Evaluation Criteria:* *Does Not Meet: 0* *Poor: 1* *Meets: 2-3* *Exceeds: 4-5*

Evaluation Criteria Scoring Definitions

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 RFA.

Poor = The application response partially addresses the question/criteria but the response is not fully responsive to the intent of the RFA.

Meets = The application response fully addresses the question/criteria and is fully responsive to the intent of the RFA.

Exceeds = The application response fully addresses the question/criteria and goes above and beyond the intent of this RFA while remaining true to the intent.

Grant Award Process

Following the evaluation and selection process, the grant agreement will be prepared by OSHPD for signature by the grantee, based upon the grantee's application and the criteria contained in this RFA.

Grant Agreement Deliverables

Grant deliverables are outlined below:

- Support the minimum number of participants under the applicable award category or the number outlined in the grantee's application, whichever is greater.

  - Award Category A: WET: 3-10 or the number outlined in the grantee's application, whichever is greater

  - Award Category B: TCE: 3-10 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 awarded applicants.

- Provide opportunity for an 80 hour experience/rotation (Category A) or a 105 hour experience/training (Category B). Experiences/rotations must include exposure to learning objectives and support and guidance in the student/resident's or CHW/P's completion of the community project.

- Assign a preceptor/mentor who will expose students/residents or CHW/Ps to working with and training by other mental healthcare and/or healthcare team members and oversee the participants' 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.

- o The Work Plan will be submitted in CalREACH. A template will be available to awarded applicants when they access the system.

- 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. 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:

  - o Program Information Summary and Implementation Details – Highlights data summation, program successes, challenges and lessons learned

  - o Cultural and Linguistic Responsive Care – Highlights activities and impact

  - o Partnerships – Highlights successes, challenges and lessons learned

  - o Evaluation and Data Collection – Provides data summation on student/resident experience/rotation or CHW/P experience/training: including, race and/or ethnicity; qualitative and quantitative response/outcome summary of pre and post surveys.

  - o Budget Accountability – Describes how grant funds have been spent and plans for program sustainability beyond CalSEARCH.

  - o Upload sample Program Materials and Photos of events(s) including a release to use the photos.

  - o Submit community projects for each student/resident or CHW/P.

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

Award Category A: WET CalSEARCH

Pre and post surveys for student/residents must include, but are not limited to, the following 7 questions.

1. On a scale of 1-5 (1 being not very confident and 5 being very confident), how confident are you with your understanding of the public mental health system?

2. On a scale of 1-5 (1 being not interested and 5 being very interested), how would you rate your interest in working in the public mental health system? Mark 0 if you don't know what a public mental health system?

3. On a scale of 1-5 (1 being not very interested and 5 being very interested), how interested are you in serving in a medically underserved area? Mark 0 if you do not know what a medically underserved area is.

4. On a scale of 1-5 (1 being unaware and 5 being very aware), how aware are you of the financial aid programs available to Californians interested in mental health? Mark 0 if you do not know what a financial aid program is.

5. On a scale of 1-5 (1 being not confident and 5 being very confident), how confident are you with your understanding of the role of consumers and family members in the public mental health system?

6. On a scale of 1-5 (1 being not comfortable and 5 being very comfortable), how comfortable are you with working collaboratively with mental health professionals, family members, and consumers in the PMHS?

7. On a scale of 1-5 (1 being not very comfortable and 5 being very comfortable), how comfortable are you with your understanding of what is needed to deliver culturally and linguistically competent care?

Award Category B: TCE CalSEARCH

Pre and post surveys for CHW/Ps must include, but are not limited to, the following 5 questions.

1. On a scale of 1-5 (1 being not very aware and 5 being very aware), considering the community that your training/experience serves, how aware are you of the community's needs?

2. On a scale of 1-5 (1 being not very comfortable and 5 being very comfortable), how comfortable are you in delivering cultural and linguistically competent care?

3. On a scale of 1-5 (1 being not interested and 5 being very interested), how would you rate your interest in working at a community health clinic? If you don't know what a community health clinic is mark 0 (zero).

4. On a scale of 1-5 (1 being not very interested and 5 being very interested), how interested are you in serving in a medically underserved area? If you do not know what a medically underserved area is mark 0 (zero).

5. On a scale of 1-5 (1 being unaware and 5 being very aware), how aware are you of the financial aid programs available to Californians interested in primary health care careers in medically underserved areas? If you do not know what a financial aid program is mark 0 (zero).

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. 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 and 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 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 any requests to change or extend the grant or to change the budget in writing to the Department Contact at least 30 days prior to the end of contract date.

- An accounting 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 RFA. 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% will be made upon execution of the grant (including the resolution, if applicable) and submission and acceptance of the detailed Work Plan.

- OSHPD will pay the remaining 10% of the full grant amount upon satisfactory completion by the grantee of all the terms and conditions required by the grant, including OSHPD approval of the grantee's final report submission and acceptance.

- Additional information may be requested by OSHPD upon reviewing the final report and deliverables. In this instance, the final 10% will not be disbursed until all deliverables have been met.

Additional Disclosures

- By submitting an application, you/your organization agree(s) to the RFA 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 awardee you may reapply for another grant. However, you are 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 states 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.

RFA Questions and Answers

Read the RFA in its entirety. Answers to most questions can be found in this RFA and/or in the CalREACH system.

To allow for timely and consistent responses to questions that potential applicants may have, CalSEARCH has implemented an electronic question and answer process for this RFA. All questions related to the intent or interpretation of RFA language must be submitted in writing. Submit questions by email to: CalSEARCH@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) on the following web page: http://oshpd.ca.gov/HWDD/CalSEARCH/. Answers will be posted through the date listed in the Key Dates section.

If you have questions related only to the application electronic technology and have not found your answers in the Training 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 FAQs and responses, we will offer two identical webinars to help facilitate questions regarding the application process.

Each webinar will include an overview of the information contained in this RFA including the objectives of this opportunity, what a successful application should contain, as well as a demonstration of CalREACH to assist you in completing and submitting an application in the system. Please refer to the RFA including the Technical Guide to assist you during the webinars.

CalSEARCH staff invites potential applicants to participate in at least one webinar (see schedule in Key Dates below). To register please visit: http://oshpd.ca.gov/HWDD/CalSEARCH/

Key Dates

The key dates for the program year are as follows:

RFA Released and Application opened in CalREACH System	February 20, 2015
Technical Assistance Webinar	February 24, 2015 at 1:00 p.m.
Technical Assistance Webinar (repeat)	March 9, 2015 at 2:00 p.m.
Last date to submit written questions to CalSEARCH regarding this RFA	March 13, 2015
Written responses to RFA questions posted on HWDD website	March 17, 2015
RFA Application Submission Deadline	**March 20, 2015 by 2:00 p.m.**
RFA Opening/Evaluations	March 23 – April 10, 2015
Notice of Intent to Award Released	April 24, 2015
Last Date to Protest Intent to Award	May 1, 2015
Protest Resolution	May 8, 2015
Grants sent to Awarded Grantee's for Signature	May 8, 2015
Signed Grant Agreement Submission Deadline	June 26, 2015 by 2:00 p.m.
Grant Starts (Grant work cannot begin without fully executed Grant Agreement)	June 26, 2015
Post-Award Technical Assistance Webinar to Discuss Deliverables	April 24, 2015
Work Plan Due Date	June 26, 2015
Final Report Due From Grantee*	June 26, 2016
Program Period (*Per grant agreement, grant activities must take place during the program period*)	June 26, 2015 – June 25, 2016

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

Technical Guide

Accessing the Application System

A web-based application system, CalREACH (Responsive Electronic Application for California's Healthcare) is being utilized to submit applications in response to this RFA. The information contained in this guide has been provided for your instruction and contains all the *basic* technical information needed to complete an application in the system. For a more comprehensive manual related to CalREACH please log in and review the CalREACH User Guide located at https://calreach.oshpd.ca.gov/ found under the "**My Training Materials**" tab in the brown bar at the top of the screen.

Access to the CalREACH portal can be found on our website at: https://calreach.oshpd.ca.gov/.

Registration and Log In

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 you have registered you will log-in using your created **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 and apply for a CalSEARCH grant opportunity by selecting "**HCTP CalSEARCH**" and clicking on the blue "**APPLY NOW**" now button.

Application Format and Content

Once you have agreed to apply 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 main Forms of your electronic application*.

*The system will time-out after two (2) hours from the start of the application. To continue in the system, save your work, log-out and log back in.

IMPORTANT! To access your application after it's started see the "CalREACH How To" section of this RFA.

Each title that follows constitutes a **Form** (**click** to access) in CalREACH and is <u>required</u> application information. Each Form contains **Instructions** (top of the page) **character limits, formatting and informational notes** + (see notes by hovering over the box with your mouse).

Enter the appropriate information into each Form and click the blue "**SAVE**" button on your screen anytime you leave a form or the system to save your work.

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

Asterisk (*)

Any question marked with an asterisk is required and must be completed prior to moving to the next Form.

FORM 1 – Applicant and Program General Information

Award Category: Select Award Category A or B.

Organization: Provide the applicant organization's name.

Program Name: Specify the name of the organization 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:

Category A example:
"The program will provide rotational opportunities and experiences in the PMHS where students and residents will be able to ..."

Category B example:
"The program will provide rotations/training for CHW/Ps in the BHC where they will..."

County: Provide the county or counties where grant services are to be held. List all counties that apply.

Participant Type: Identify the types of participants/target audience to be served by the grant, please specify.
(options provided: Student/Residents, CHW/Ps, Other)

Other Participant Types: Please identify any other participant types not listed.

Outreach and Recruitment Efforts: Identify the types of underserved populations and areas that will be targeted and where outreach efforts will take place.

Other Outreach and Recruitment Efforts: Identify any 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 RFA. Limit your response to 4000 characters.

FORM 3 – Program Proposal

Challenges: Describe challenges specific to the target populations/demographics. Limit your response to 4000 characters.

Resolution: Describe how the grant funds will be utilized to resolve the challenges specific to the target populations/demographics described. Limit your response to 4000 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

Objectives: State specific program objectives to be accomplished through support of the proposed approach and how they will fulfill the award category's intent and grant deliverables. Limit your response to 4000 characters.

Work Plan Activities: Describe the activities that will be undertaken to achieve the objectives including all meetings with dates and locations. Limit your response to 4000 characters.

Note: Grant activities must take place during the program period noted in the Key Dates section of this RFA and thus program start and end dates must be between that time period.

FORM 5 – Program Elements

Participant Engagement: Describe how you will keep participants engaged throughout grant funded activities. Refer to http://oshpd.ca.gov/HWDD/CalSEARCH/ for the Learning Objectives for support. Limit your response to 3000 characters.

Learning Objectives: Describe how you will utilize the learning objectives in working with participants. Information on the learning objectives 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 at http://oshpd.ca.gov/HWDD/CalSEARCH/. Limit your response to 3000 characters.

FORM 6 – Marketing and Outreach

Attracting Target Populations: Describe your outreach methods and how you will outreach and recruit participants from targeted areas and populations/demographics. Limit your response to 3000 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 2000 characters.

FORM 8 – Letters of Recommendation

Two letters of recommendation should be scanned and uploaded into this form by clicking on the **"BROWSE"** button.

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 3000 characters.

Program Evaluation: Describe the measures/tools that will be used to identify and report successes, challenges, lessons learned from the program activity(ies). Limit your response to 3000 characters.

FORM 10 – Program Sustainability

Sustainability: Provide specific indicators to the extent and means by which your program plans to become self-sufficient beyond HCTP CalSEARCH program funding. Include sources of current funding, potential future funding, and strategies and timetables for becoming self-sufficient. Limit your response to 2000 characters.

FORM 11 – Budget

Number of Participants: Please select the number of participants to be served from the drop down menu.

Applicant Budget: Input the dollar amounts based on the participants to be served by the grant funded activities; dollar amounts can be found on the appendices of the RFA. For Category A, see Appendix A. For Category B, see Appendix B (refer to RFA for additional information). 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 RFA as you describe grantee overhead costs. (Must conform to RFA requirements. Refer to RFA for additional information). Limit your response to 2000 characters.

FORM 12 – Grantee Information

Provide the following grant and contact information for the individuals who will be named in the grant, if awarded.

FEIN: Provide Federal Employer Identification Number

Organization: Provide the applicant organization's name, department physical/street 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 individual designated and who agrees to accept responsibility to ensure that the HCTP CalSEARCH RFA expectations and 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.

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:

Determine 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.

Copy and Paste 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.

Save Applications 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 an application is NOT submitting an application. To submit your application, please see the instructions on Submit an Application in this guide.

Access 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.

Add Individuals to your Organization

The Primary External Program Director has administrative rights to create log-ins for other individuals whom you would like to provide access to your application(s). To do so click on **My Organization's** link located in the brown bar at the top of the Welcome page. Click on 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.

Provide 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 access date when you would like this individual to begin having access to the application. Click on the blue **"SAVE**" button.

Print 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.

Delete 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.

Submit 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 and clicking the blue "**VIEW STATUS OPTIONS**" button. On the Status Options page see APPLICATION SUBMITTED and click the blue "APPLY STATUS" button located **underneath**.

- By submitting the application, you/your organization agrees to the RFA terms and conditions. Late or incomplete applications will not be considered. Refer to the Key dates in the RFA for more detailed information.
- 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. An error is denoted by a **read 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 includes 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 RFA.

Submit Multiple Applications

A **separate application** must be submitted for each proposal if the applicant is submitting multiple proposals. An applicant may submit a proposal in each category or more than one proposal in the same category. All applications must be submitted individually by the deadline to be eligible for consideration.

Department Contact

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Thank you!

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

Appendix A WET CalSEARCH Sample Budgets

The following sample budgets represent dollar amounts for the range of students/residents to be served in award category A. These are the exact dollar amounts that should be entered in CalREACH on the budget form in the application process.

Award Category A: WET CalSEARCH

Min. $9,000 award, 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%)	$720 (does not exceed)
Total	$9,000

Min. $12,000 award, 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%)	$960 (does not exceed)
Total	$12,000

Min. $15,000 award, 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%)	$1,200 (does not exceed)
Total	$15,000

Min. $18,000 award, 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%)	$1,440 (does not exceed)
Total	$18,000

Min. $21,000 award, 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%)	$1,680 (does not exceed)
Total	$21,000

Min. $24,000 award, 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%)	$1,920 (does not exceed)
Total	$24,000

Min. $27,000 award, 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%)	$2,160 (does not exceed)
Total	$27,000

Max $30,000 award, 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%)	$2,400 (does not exceed)
Total	$30,000

Appendix B TCE CalSEARCH Sample Budgets

The following sample budgets represent dollar amounts for the range of CHW/Ps to be served in award category B. These are the exact dollar amounts that should be entered in CalREACH on the budget in the application process.

Award Category B: TCE CalSEARCH

Min. $12,000 award, 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%)	$960 (does not exceed)
Total	$12,000

Min. $16,000 award, 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%)	$1,280 (does not exceed)
Total	$16,000

Min. $20,000 award, 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%)	$1,600 (does not exceed)
Total	$20,000

Min. $24,000 award, 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%)	$1,920 (does not exceed)
Total	$24,000

Min. $28,000 award, 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%)	$2,240 (does not exceed)
Total	$12,000

Min. $32,000 award, 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%)	$2,560 (does not exceed)
Total	$32,000

Min. $36,000 award, 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%)	$2,880 (does not exceed)
Total	$36,000

Max. $40,000 award, 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%)	$3,200 (does not exceed)
Total	$40,000