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**Educational Stipend Program- Masters of Social Work
Workforce Education and Training (WET) Programs
Request for Application (RFA) #15-6337 Questions and Answers**

Question 1: Are these educational stipend programs available to graduate students who plan to work in the “non-profit” elements of the public mental health system (PMHS), specifically within the various outpatient and residentially based programs for foster youth and juvenile probation participants?

Answer: The WET educational stipend program is available to graduate students who complete their field placement/internship and commit to working in the PMHS. The PMHS means 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. Therefore non-profit entities may be eligible sites for educational stipend program recipients so long as those sites meet the definition of the PMHS.

Question 2: Regarding Attachment 3, *Applicant References*, can an organization use their current contract with OSHPD as one of the references?

Answer: OSHPD recommends utilizing a third party reference as a part of your submission of a proposal. This does not prohibit an applicant from using its experience to inform how the application is prepared. However, OSHPD will not provide a reference to be used in response to this RFA, regardless of whether an applicant has a current contract or not.

Question 3: Can you send applicants a Word version of the attachments so that we can write on them to complete them?

Answer: WET can make the RFA available in a Word version upon request. Please send a separate email to OSHPD.MHSAWET@oshpd.ca.gov requesting a Word version of the RFA and WET staff will respond within 1-3 business days.

Question 4: Is this stipend program only for applicants that are currently still in a graduate program?

Answer: Yes, stipend recipients must be enrolled in a California school that trains graduate-level students in social work. However, this RFA does not result in a Grant Agreement with any individuals, but with a California school or a consortia of California schools that will administer the educational stipend program.

Question 5: In the *Sample Grant Agreement*, section C (e), stipulates that "students participating in the stipend program shall complete a select field placement in the PMHS". Does this mean that similar to the prior contract qualifying students must complete their field placement in an agency run by or contracted with a county department of behavioral health?

Answer: Yes, the field placement and the employment obligation of any stipend recipient must be in a PMHS agency/organization. Please refer to the definition of the PMHS in Question 1, as the definition is consistent with the Mental Health Services Act. This is the same requirement across the previous educational stipend program contract and the other three educational stipend programs (Marriage and Family Therapy, Clinical Psychology and Psychiatric Mental Health Nurse Practitioners).

Question 6: There may be an error in the Sample Grant Agreement, Section D (2), as it states "the results of the demographic survey shall be reported in the quarterly or bi-monthly progress report".

Answer: Yes, this is a typographical error where bi-annually should replace bi-monthly. In all sections throughout this RFA, the progress report submission timeframe is either quarterly or bi-annually.

Question 7: In the *Background* section, Page 3: Should an applicant understand a difference between the individuals specified in purpose 3 (individuals with consumer and family experience in the PMHS) and purpose 4 (individuals who have life experience with the PMHS)?

Answer: The definition of consumer and family member can be found on page 23 of the RFA in the *Sample Grant Agreement*. Life experience in the PMHS can include a consumer and family member, however is not limited to consumers and family members. Life experience is meant to be broader to capture persons who may have a familiarity with the PMHS, but not necessarily identify as a consumer or family member.

Question 8: In the *Developing an Application* section, Page 5, Item 3: In specifying "numbers of hours" for Project Personnel, is providing full-time equivalent (FTE) information acceptable?

Answer: Providing FTE information is acceptable for the Project Personnel component in the *Developing an Application* section.

Question 9: In the *Developing an Application* section, Page 6, Item 4 (d): It is slightly unclear about what comprises administrative vs. coordination efforts and costs, and whether or not an applicant should combine these categories. If they are combined, will a budget template in which this is the case be provided?

Answer: The budget template that must be used is the *Sample Rate Proposal Worksheet* located on page 19 of the RFA. The combination of the two budget categories may not exceed 27.5 percent of the Agreement while administrative costs cannot exceed 25 percent. Coordination costs are those costs associated with administering the educational stipend program such as staff time spent working with

schools, tracking the progress of students, and travel if necessary. The administrative costs are those that are indirectly associated with administering the duties of the educational stipend program such as utilities, rent, and other staff that are not directly involved in the educational stipend program. The proposer has the flexibility to allocate funds to both or only one category as long as the funding does not exceed the limitations outlined in the RFA.

Question 10: In the *Application Requirements and Information* section, Page 13, Item 7: What information will an applicant need to report on 8-15-16 (six weeks into the first contract year)? Also, should this report be added to the list of reports on page 27, Item 7 (D)?

Answer: The report referenced on page 13, Item 7 is the same report identified on page 27, item 7 (D)(3). This report is intended to capture summary information on stipend recipients at the end of each fiscal year. Since there will not be any stipend recipients six weeks into the Agreement, the first Year-End Summary Report will not be due until the following year reporting on the stipend recipients in the first year's cohort.

Question 11: In the *Sample Grant Agreement*, Page 25, Item C (1)(A)(iii): Is this is the same as the report mentioned on page 13?

Answer: Yes, this is the same report as identified on page 13, item 7 and page 27, item 7 (D)(3). This report can be referenced as the Year-End Summary Report for consistency.

Question 12: In the *Sample Grant Agreement*, Page 25, Item C (1)(d)(i): Can OSHPD provide guidance about the intended use of the word "ensure" here, even though in item C (1)(d)(v) there are stipulations for what to do if/when this does not happen?

Answer: Ensure means to make certain that the stipend recipient completes their service obligation in the PMHS. OSHPD provides flexibility to the proposer to identify what timing and mechanism(s) to utilize to encourage and establish/verify timely completion of qualifying service, however the service obligation must be completed by June 30, 2021.

Question 13: In the *Sample Grant Agreement*, Page 26, Item C (i)(d)(v): To be consistent, we would prefer to use the language "employment obligation" rather than "service obligation" here and in the rest of the RFA. Can this be amended?

Answer: The term service obligation is used because the requirement is for the stipend recipient to work in the PMHS, which can be paid employment or volunteer (no hourly compensation) service. OSHPD will not amend the RFA, however if the proposer wishes to use the term employment obligation in their Service Agreements with the students that is acceptable.

Question 14: In the *Sample Grant Agreement*, Page 26, Item C (1)(g): To be consistent, we would prefer to use the language "student contract" rather than "service agreement" here and in the rest of the RFA. Can this be amended?

Answer: The term Service Agreement is used because it captures the stipend recipient's commitment throughout the span of their involvement with the educational stipend program from a student, graduation and completing their service obligation.

Question 15: In the *Sample Grant Agreement*, Page 27, Item C (1)(j): Due to the need to gather and process invoices from our partner schools at the end of each quarter, we feel that we will need 60 days for final reporting, rather than 30 days. Can this be amended?

Answer: The requirement outlined in this RFA is 30 days, however should an extension be needed for additional time during the course of the Grant Agreement, notify and request an extension with the contract/grant manager.

Question 16: In the *Sample Grant Agreement*, Page 27, Item C (1)(k): Would it be possible to get some clarification about the proposed process outlined here?

Answer: This clause stipulates that the Grantee is responsible for 40 percent of the stipend repayments for any students who do not complete the requirements under the Service Agreement. The percentage shall be reduced by the amount of repayments received by OSHPD on or before June 30, 2021. On page 27, Item I and J provide an overview of the process on how to manage monetary paybacks. It is up to the Grantee to determine how to provide the monetary repayments back to OSHPD. In addition, repayment information shall be included in the Progress Report template, item 7.

Question 17: In the *Sample Grant Agreement*, Page 27, Item D (1): Due to the need to gather and process invoices from our partner schools at the end of each quarter, we feel that we will need 60 days to submit progress reports, rather than 30 days. Can this be amended?

Answer: The requirement outlined in this RFA is 30 days, however should an extension be needed for additional time during the course of the Grant Agreement, notify and request an extension with the contract/grant manager.

Question 18: In the *Sample Grant Agreement*, Page 28, Item D (3): Is this the same report mentioned on pages 13 and 25?

Answer: Yes, this is the same report, titled Year-End Summary Report.

Question 19: In the *Sample Grant Agreement*, Page 28, Item E (3): Due to the need to gather and process invoices from our partner schools at the end of each quarter, we feel that we will need 60 days to submit fiscal reports, rather than 30 days. Can this be amended?

Answer: The requirement outlined in this RFA is 30 days, however should an extension be needed for additional time during the course of the Grant Agreement, notify and request an extension with the contract/grant manager.

Question 20: In the *Sample Grant Agreement*, Page 31, Item H (2): Currently, if we need to make budgetary changes that shift or change less than the equivalent of 10

percent of the annual budget, we can do so without having to submit a written request. Is it possible to retain this exception?

Answer: All budget changes shall be submitted in writing (email is sufficient) to the contract manager for review and approval.

Question 21: In the *Sample Grant Agreement*, Page 32, Item 7: We plan to include language around non-discrimination in each of our subcontracts moving forward. We would also like to include this language in our primary contract with OSPHD. This language would specify some categories not singled out in the legislation referenced here (sexual orientation and gender identity expression for example). Can you comment on OSPHD's position on this?

Answer: The non-discrimination clause provided on page 32 of the RFA is the extent to which OSHPD may provide comment. This clause is consistent with California Code of Regulations and state contracting rules.

Question 22: In the *Sample Grant Agreement*, Page 33, Item 15: We are not clear about some of the specific issues raised in this item. Can you elaborate on how the practices/standards proposed in this item differ from the current contract practices/standards?

Answer: The purpose of this clause is to clarify OSHPD's lack of relationship with any potential sub-contractors and the ultimate responsibility of the Grantee in fulfilling the requirements of this RFA. This RFA still requires a proposer to identify any potential sub-contractors (same as previous program cycle), however the clause in this Grant Agreement is explicit about the relationship between OSHPD, the Grantee, and any potential sub-contractors.

Question 23: In the *Budget Report Template*, Page 41, Item 8: It appears that the category for noting monetary repayments has been omitted. Can you comment on this?

Answer: Monetary repayments can be included in the table provided in Item 7, on page 40.