

OSHPD Office of Statewide Health Planning and Development**Healthcare Workforce Development Division**

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**Workforce Education and Training (WET)
Peer Personnel Training and Placement
Request for Application (RFA) # 17-8139 Questions and Answers**

Question 1: Do counties have to provide a motion from the local Board of Supervisors in order to enter into an Interagency Agreement with OSHPD for the grant?

Answer: No, the requirement is the County Mental Health/Community-Based Organization Participation verification form signed by the County Mental Health Director of the county. If the proposal is for multiple counties, the Proposer would provide verifications from the County Mental Health Directors from each of the counties identified. If the proposal is for multiple counties, with one of the counties acting as the fiscal sponsor, the proposer should provide a letter of verification from the County Mental Health Director of the county that is the fiscal sponsor.

Question 2: The grant period listed is from November 15, 2017 to June 30, 2019. Do you anticipate giving any deadline extensions?

Answer: Information regarding time extensions is located in the RFA on page 39, Section H #2:

“All requests for extending the grant period shall be submitted in writing to OSHPD for approval. Requests for a time extension must be made to OSHPD no later than ninety (90) calendar days prior to the expiration of the Agreement. There shall be no activity on an Agreement after its expiration”

Question 3: Can the county propose a program that costs more than the grant amount if the county provides the additional funding? Is it okay to use local WET funds to augment the OSHPD grant? How about federal funds?

Answer: To maintain the integrity of the competitive solicitation process, OSHPD cannot advise the applicant on what specific information to provide in its application. The applicant may provide information sufficient to identify the strength of the proposed program.

Question 4: Is there a certain amount of training hours that OSHPD requires in the training program?

Answer: No, there is not a minimum length for the training program. However we do ask applicants to identify the length of training in the application and it is part of the

evaluation process and therefore will be considered. The peer personnel training program shall be no longer than one academic year or nine consecutive months in length.

Question 5: Is there any specific number of hours that peers must be placed for volunteer positions or paid employment?

Answer: The payback time is not specified. However, the purpose of the RFA is to recruit and retain Peer Personnel in identified entry-level positions. The applicant will be expected to evaluate the Peer Personnel program. That final report will highlight any successes and/or challenges faced in meeting the deliverables.

Question 6: Please define the term “placement Incentive”. Is it okay to use this funding to provide jobs for peers? Do counties only receive the funding after 80% of the peers that were trained are placed?

Answer: Per RFA page 10, item v. Placement Achievement Incentive:

- “An incentive to the completion of placement services.
- Placement achievement incentives shall be no less than 35 percent of total proposed budget.
- If awarded, payment will be prorated based on successful placement of participants in PMHS positions and the number of individuals identified in the application to be trained and supported.
- The Grantee will receive full funding based on successful placement of individual participants in a position within the PMHS. The Grantee, however, will receive full funding for placement category if at least 80 percent of participants are placed by end of contract term and justification is provided, and accepted by OSHPD, as to why the remainder were not able to find placement.”

Question 7: Is there any requirement to provide “in kind” services?

Answer: No, there is no requirement.

Question 8: May we use the funding to pay for a staff salary?

Answer: Per RFA, page 11, Item viii. Indirect Program Costs:

- Costs that indirectly attributed to the completion of all other program services identified above, which can include but not be limited to, utilities, rent, and administrative service and payroll staff.
- Indirect program costs may not exceed 10 percent of total proposed budget.
- If awarded, payments are made based on the direct program cost

invoiced that quarter and will not exceed 10 percent of direct program costs.

Question 9: Is it okay to collaborate with our Whole Person Care Initiative to provide employment for peers after training them?

Answer: No, as long as they go through the training and then are placed either in paid or volunteer Peer Personnel positions within the Public Mental Health System.

Question 10: Is it possible to use this grant funding to train peers whom we have recently hired but have not yet trained?

Answer: Yes, but OSHPD will hold grantees to the number outlined in the application. If applicants indicated 20 and then place 25, you still only get paid for the 20 and not 25. The payment is made on a prorated basis per the number you outline in the application.

Question 11: My question regarding the Peer Personnel Training and Placement RFA is whether or not online coursework is an acceptable training modality for this contract. We would not offer coursework exclusively online, but we do have an excellent online learning platform called Canvas that could be a good option for some of the training content. If we were permitted to offer coursework online, we would also be sure to offer peers access to a computer lab.

Answer: The type of training that must be provided is not specified. The training must enable an individual to satisfy the minimum requirements for entry into position of need in the PMHS.

Question 12: Will the attachments in the RFA be made available in word document?

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 13: Will there be a bidders conference for this RFA? It doesn't mention it in the RFA?

Answer 13: No, there is not a scheduled bidders' conference for this RFA. All questions submitted by the August 7, 2017 deadline will be posted with OSHPD answers by August 22, 2017. A list of Frequently Asked Questions (FAQs) from previous RFAs can also be found at this website.