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Department of Health Care Access and Information

Health Professions Pathways Program: Population Health Investment (HPPP-PopHI)

2026 Technical Assistance Guide

Department of Health Care Access and Information

Health Workforce Development

HCAI Funding Portal - Step by Step Visual Guide

Welcome to the 2026 Health Professions Pathways Program: Population Health Investment (HPPP-PopHI) Technical Assistance Guide. This guide is designed to provide support as you move through each step of the application process and understand the new requirements for this funding cycle, which must be completed and submitted by Friday, October 16, 2026, at 3 p.m. No late submissions will be accepted.

If you experience any technical issues at any point in the process, please contact us immediately at: HPCOP@hcai.ca.gov.

Helpful resource: HPPP-PopHI 2026 Cycle Grant Guide link here: https://hcai.ca.gov/document/hppp-pop-hi-2026-grant-guide/

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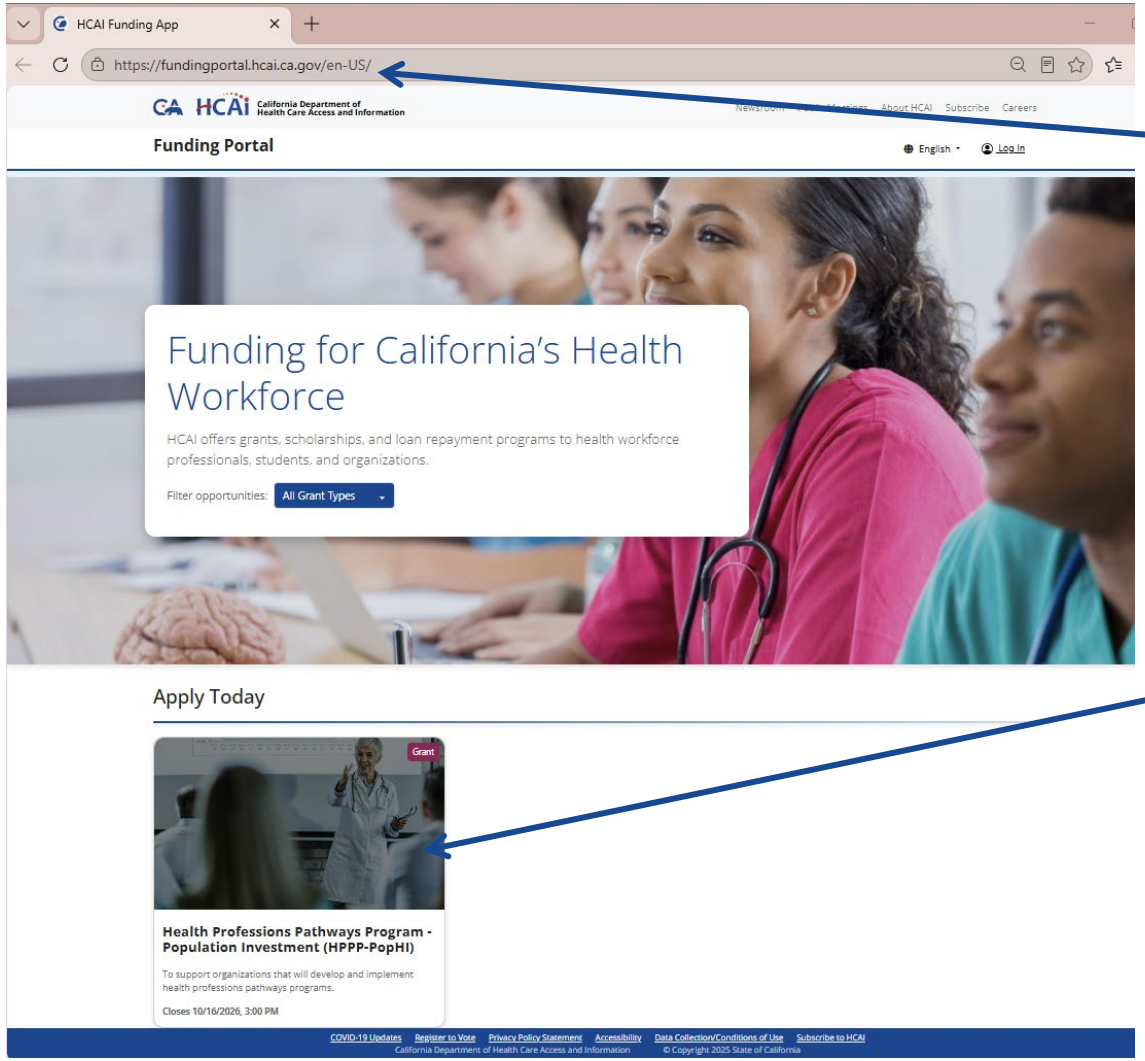
Access the Funding Portal and Find HPPP PopHI

Screen: HCAI Funding Portal (Landing/Homepage)



- Go to the HCAI Funding Portal link here: https://fundingportal.hcai.ca.gov/en-US/ and scroll down to “Apply Today.”

Choose Your Program:

- Click the “Health Professions Pathways Program – Population Investment (HPPP-PopHI)” thumb nail from the list.
- The program details will open in a new window.

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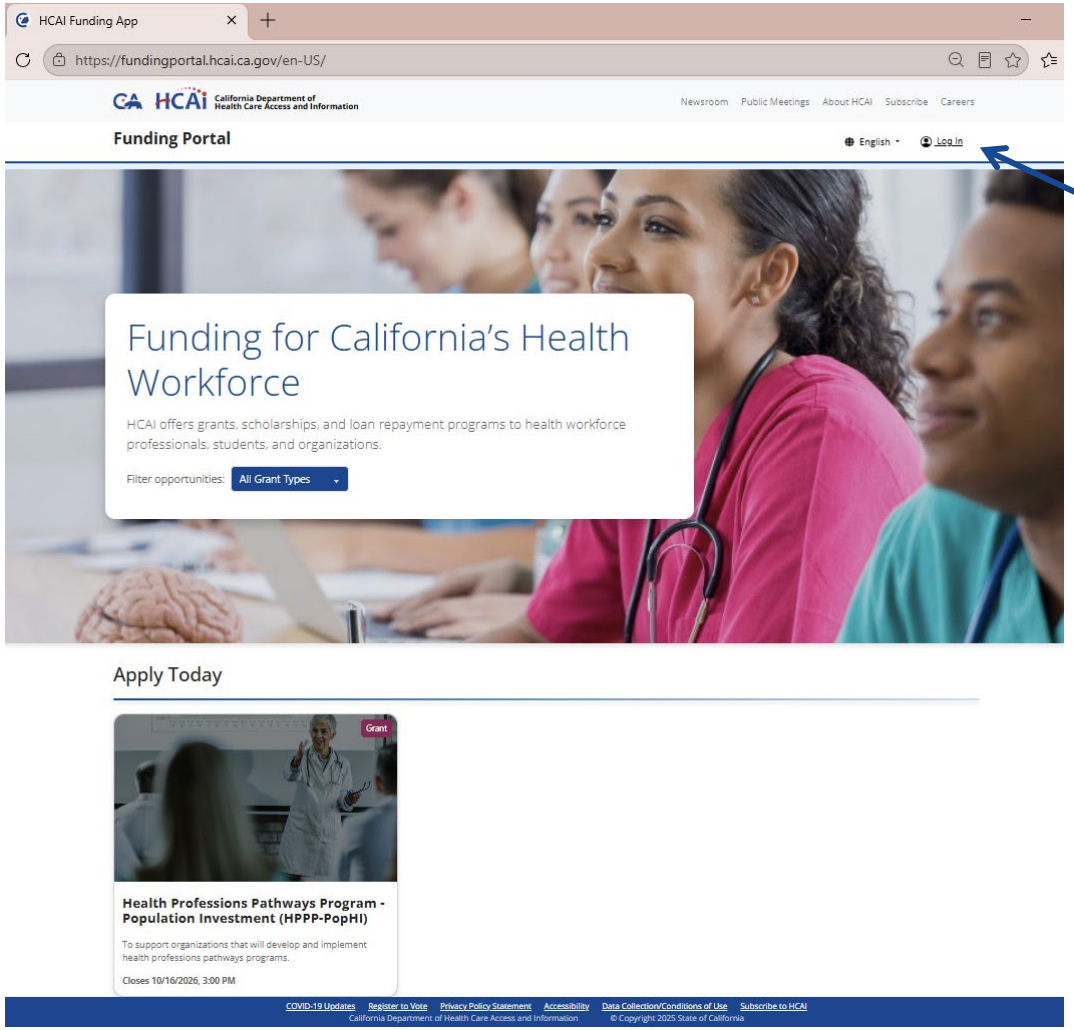
HCAI's Funding Portal Registration

Create/Sign in to Your Account in the HCAI Funding Portal

Screen: HCAI Funding Portal (Landing/Homepage)



Log in:

- Click the “Log in” link.
- A new screen will appear where you can enter your email and password.

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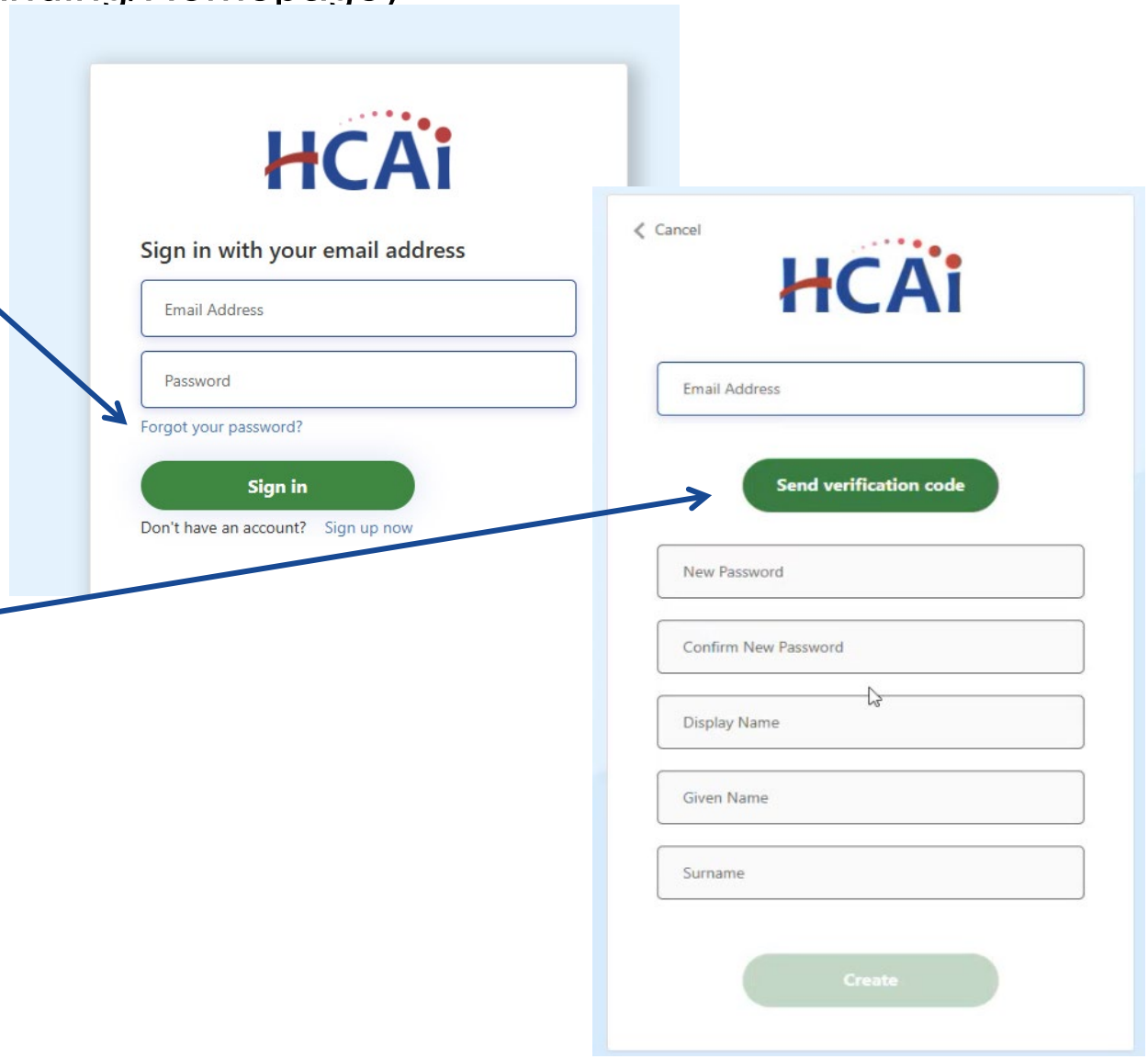
Create/Sign in to Your Account in the HCAI Funding Portal

Screen: HCAI Funding Portal (Landing/Homepage)

Need Help Signing In:

- Select “Forgot your password” if you cannot remember your sign in details.

- A verification code will be sent to your email.
- Enter the code and follow the instructions to create a new password.



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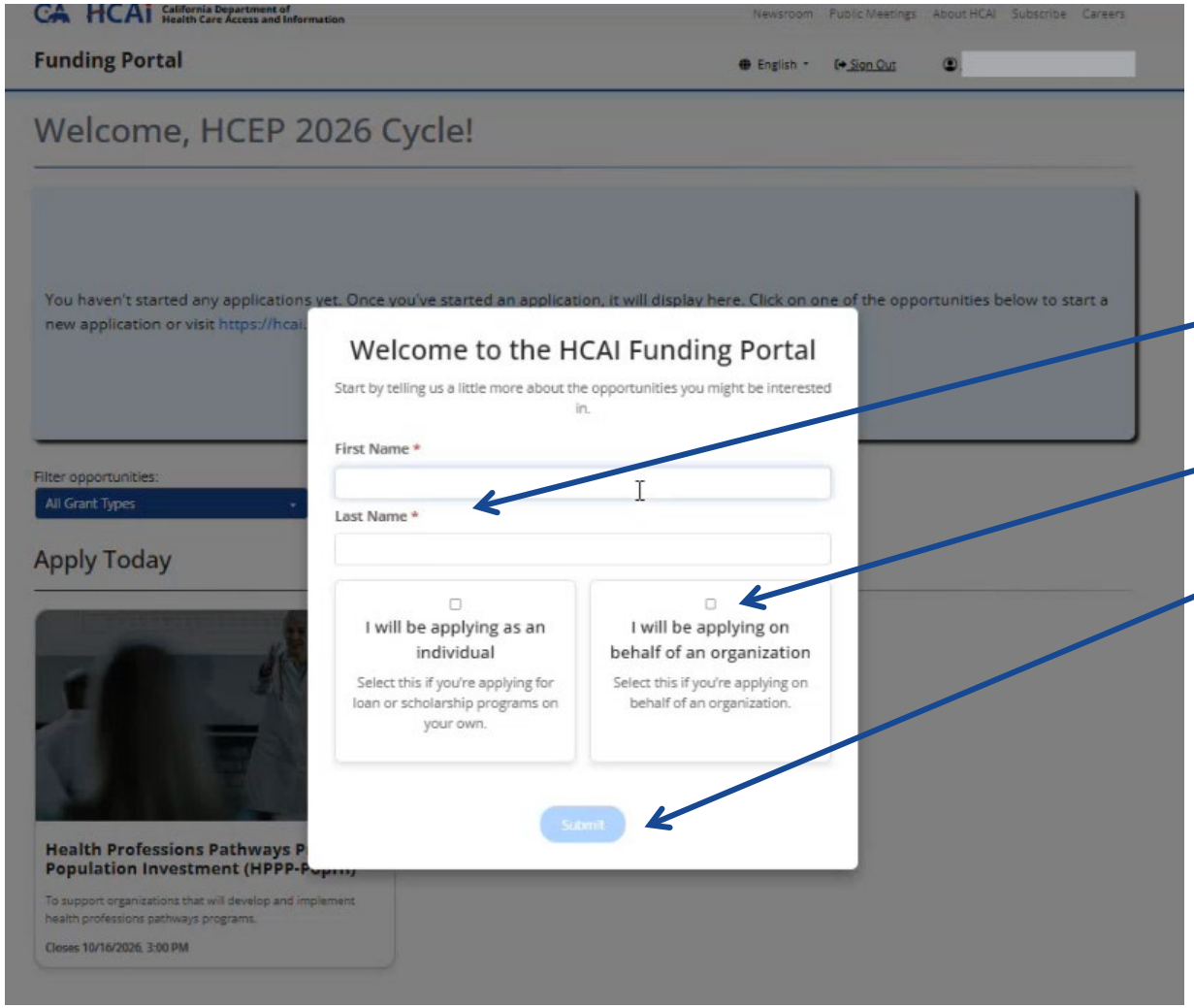
Access the Funding Portal and Find HPPP PopHI

Screen: HCAI Funding Portal (Landing/Homepage)



After you completed your sign in verification and log into the HCAI Funding Portal:

- A pop screen will appear. Enter your first and last name.
- Then click the box “I will be applying on behalf of an organization.”
- Then click “Submit.”
- Your program profile will open in a new window. Follow the steps to complete your program profile.

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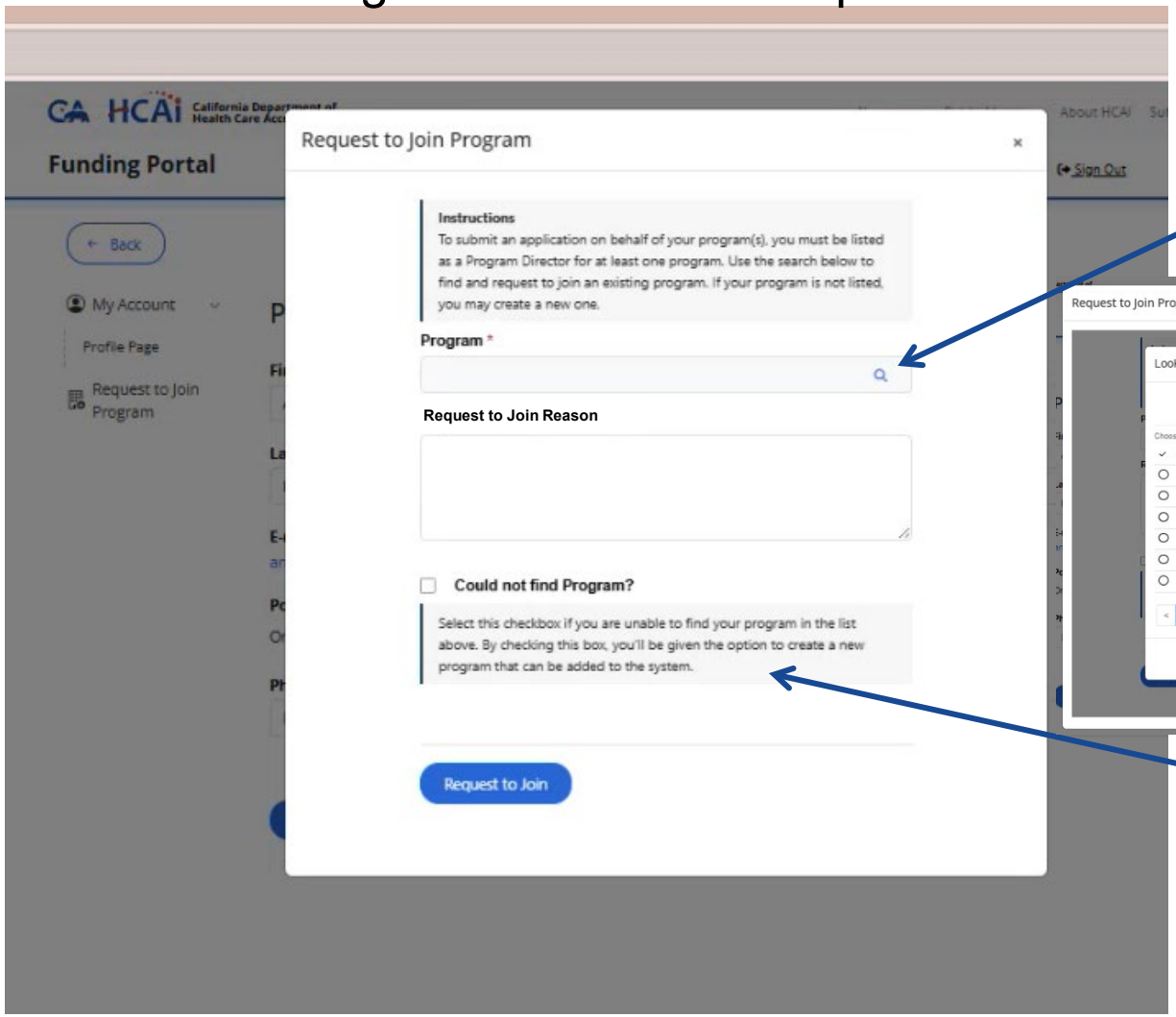
Completing Your Profile

Completing Your Profile (Part 1 of 5)

Screen: Funding Portal Profile – Request to Join Program (existing)



- Click the program search box to find and request to join an existing program.
- A pop-up search window will appear. Type the program name in the search box and select the correct program from the list.
- Enter your reason request to join program and click the “Request to Join” button.
- Your request will be emailed to the Program Administrator for approval.

- If your program is not listed, you will need to create a new program profile.

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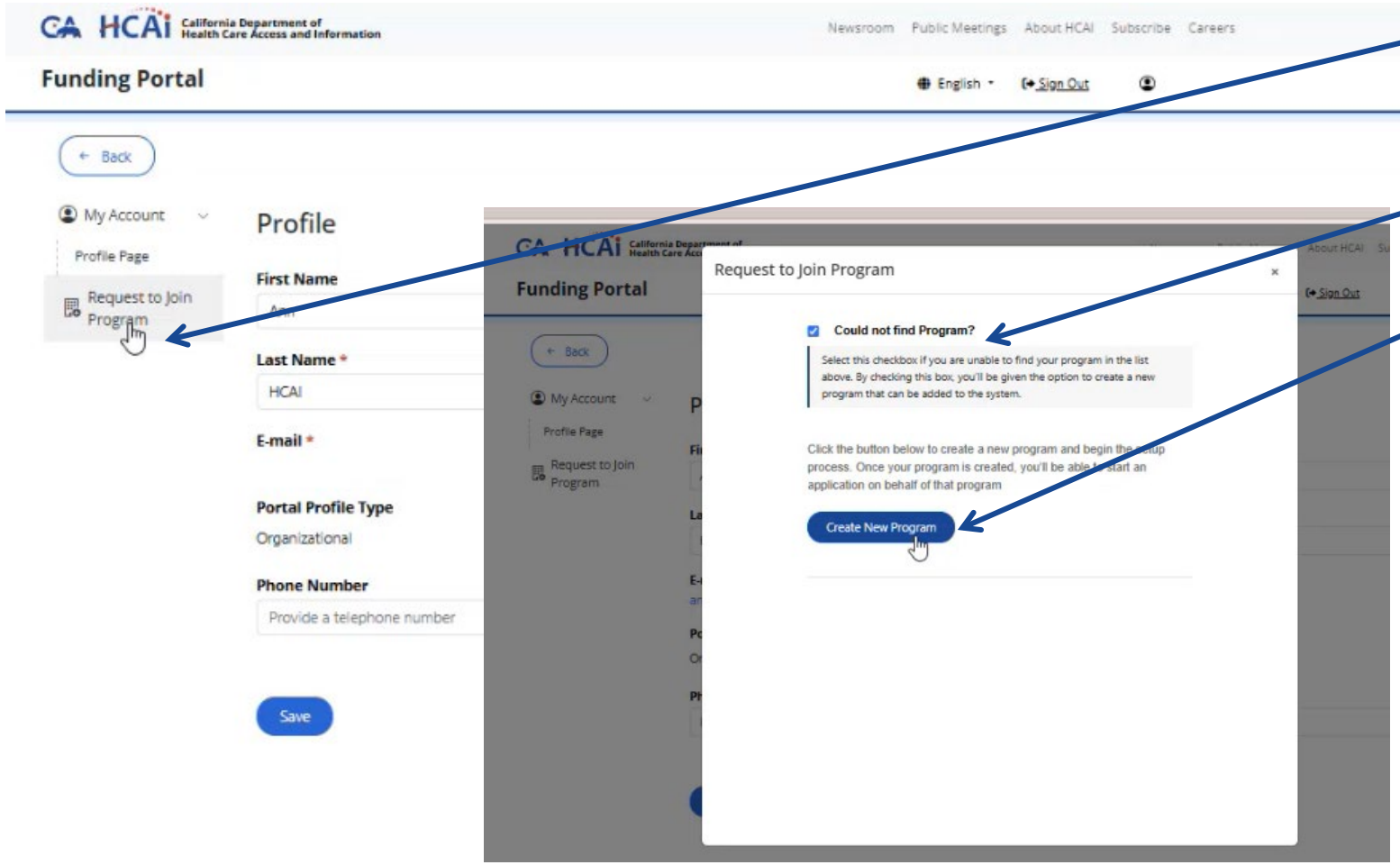
Completing Your Profile (Part 2 of 5)

Screen: Funding Portal Profile – Request to Join Program (create new)



- Click the “Request to join Program” link in your Funding Portal Profile page.
- A pop-up window will appear. Select the box “Could not find Program?”
- Then click on the “Create New Program” button.

- A new screen will appear. Enter all the required information to create your new program.
- Go to the next slide for next steps.

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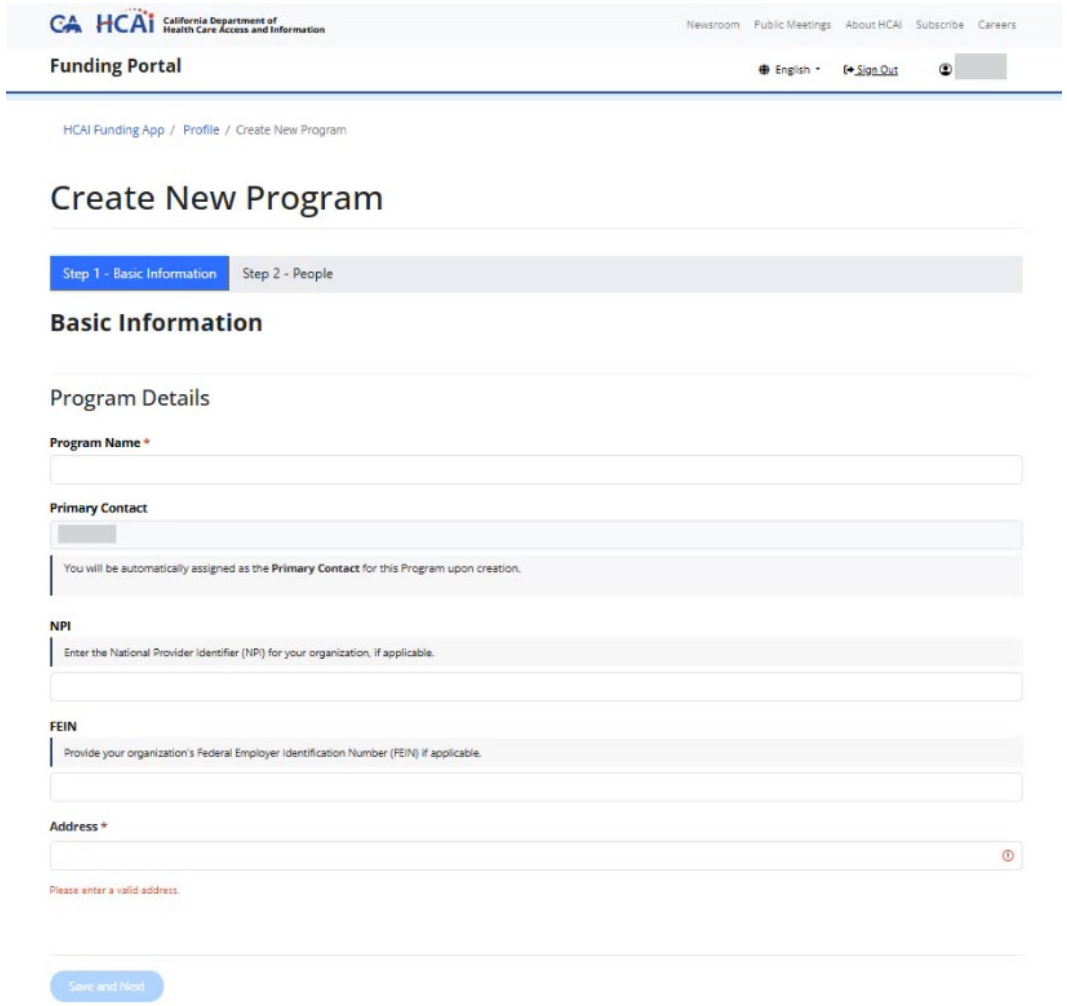
Completing Your Profile (Part 3 of 5)

Screen: Funding Portal Profile – Request to Join Program (create new program, step 1)



- Enter all the required information to create your new program.
- When you have completed entering all required information, click the “Save and Next” button.

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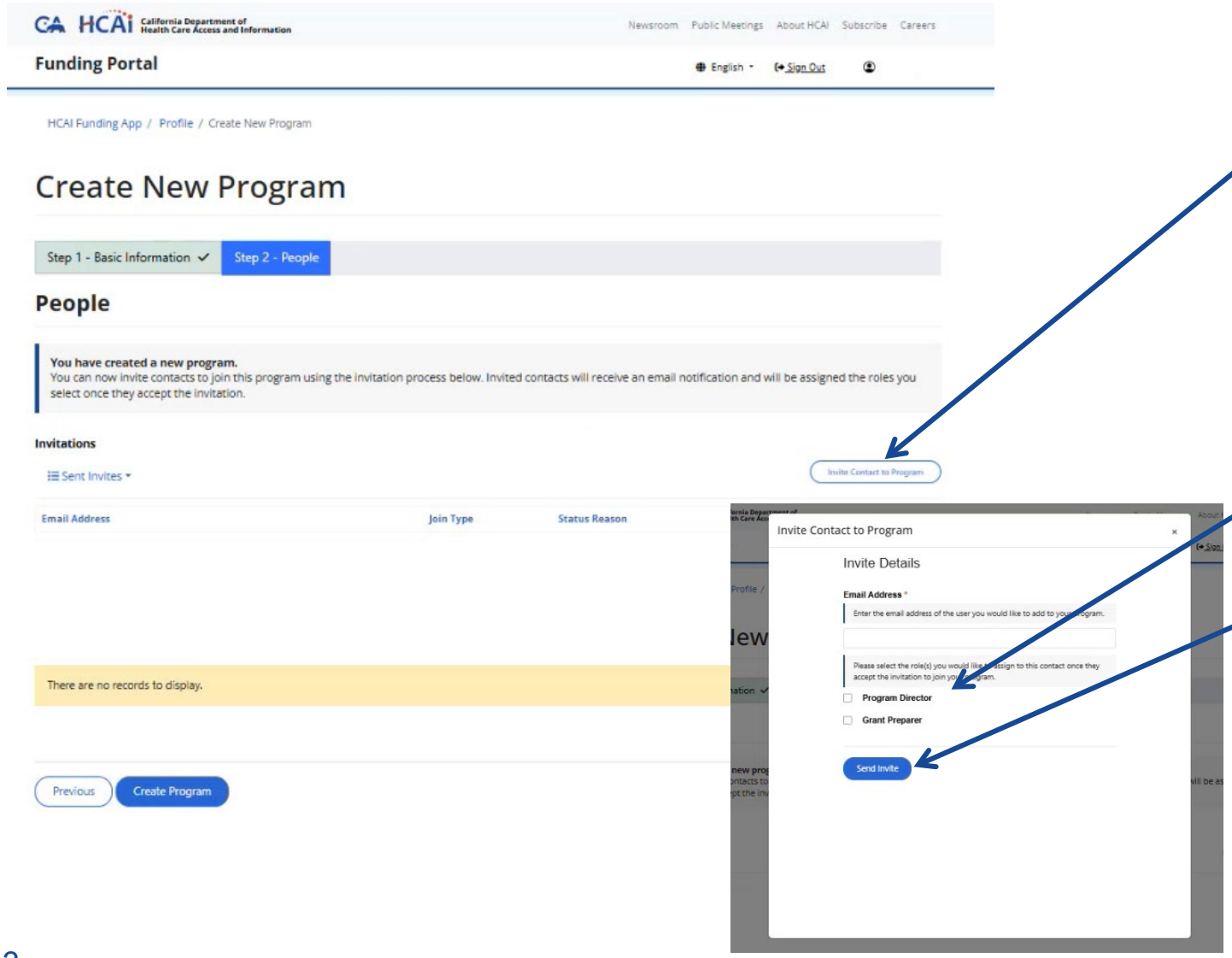
Completing Your Profile (Part 4 of 5)

Screen: Funding Portal Profile – Request to Join Program (create new program, step 2)



- Click the “Invite Contact to Program” button to add staff who need access to your program in the Funding Portal.
- A new pop-up screen will appear. Enter the contact’s email address exactly as it appears in their Funding Portal profile.

- Select the role you want to assign to their profile (e.g., Program Director, Grant Preparer)
- Then click the “Send Invite” button to complete the action.
- The invited contact will receive an email prompting them to accept and join the program.

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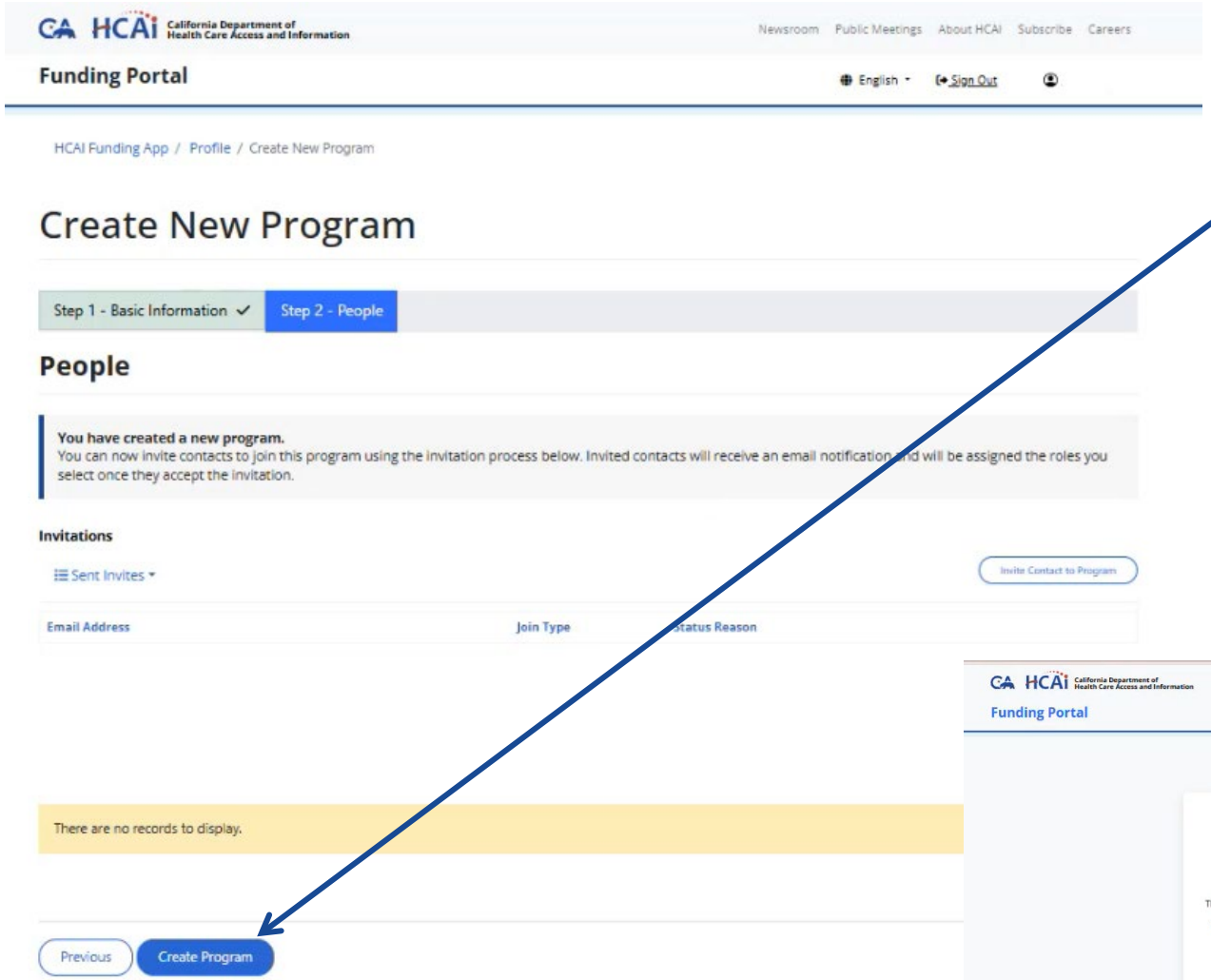
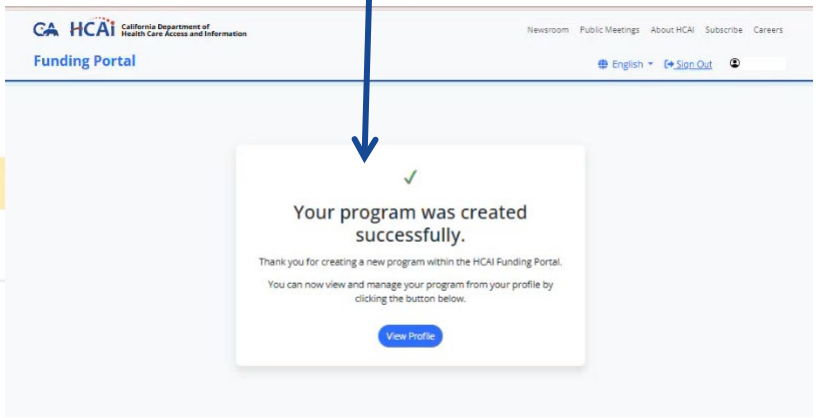
Completing Your Profile (Part 5 of 5)

Screen: Funding Portal Profile – Request to Join Program (create new program, step 2 continued)



- Click the “Create Program” button to complete your new program.
- Once the system processes the information, a new screen with confirmation will appear.
- You can now go to your profile page and begin your application for your program.



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Health Professions Pathways Program: Population Health Investment (HPPP-Pop HI) Application

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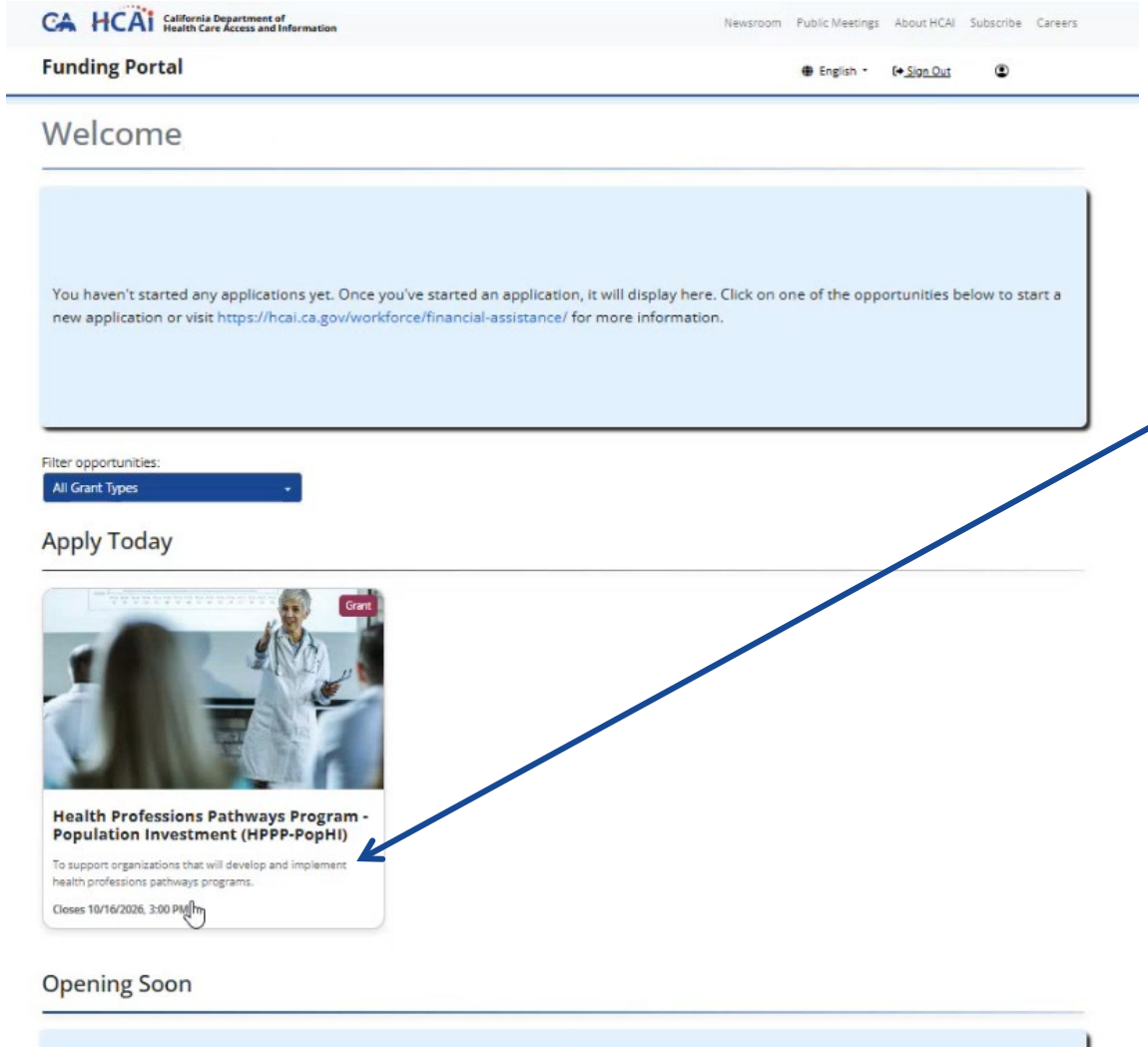
Starting the HPPP-PopHI Application (Part 1 of 3)

Screen: HCAI Funding Portal (Landing/Homepage)



- In the HCAI Funding Portal, find and select the “Health Professions Pathways Program – Population Investment (HPPP-PopHI)” tile box.
- A new window will open where you can begin your application. Go to the next slide for next steps.

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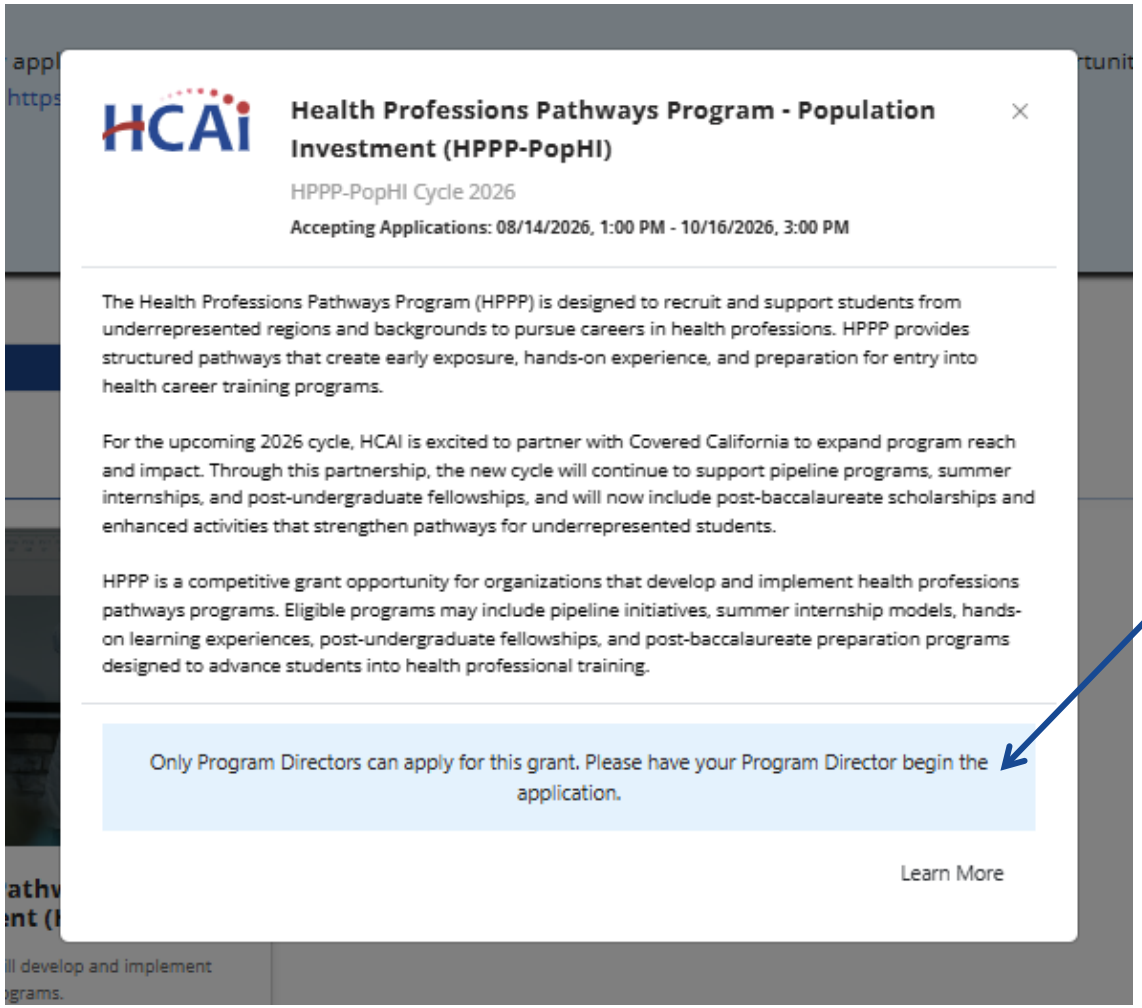
Starting the HPPP-PopHI Application (Part 2 of 3)

Screen: HCAI Funding Portal (Landing/Homepage) View Details Pop-up screen



- If you receive a message that you 'must be a Program Director to proceed' on your pop-up screen, please check your Profile page and make sure you are listed as a Program Director, not a Grant Preparer.

- Note: If you reach this point and still cannot move forward after updating your profile, please email HPCOP@hcai.ca.gov and request to be added as a Program Director. This is required before you can continue with the application.

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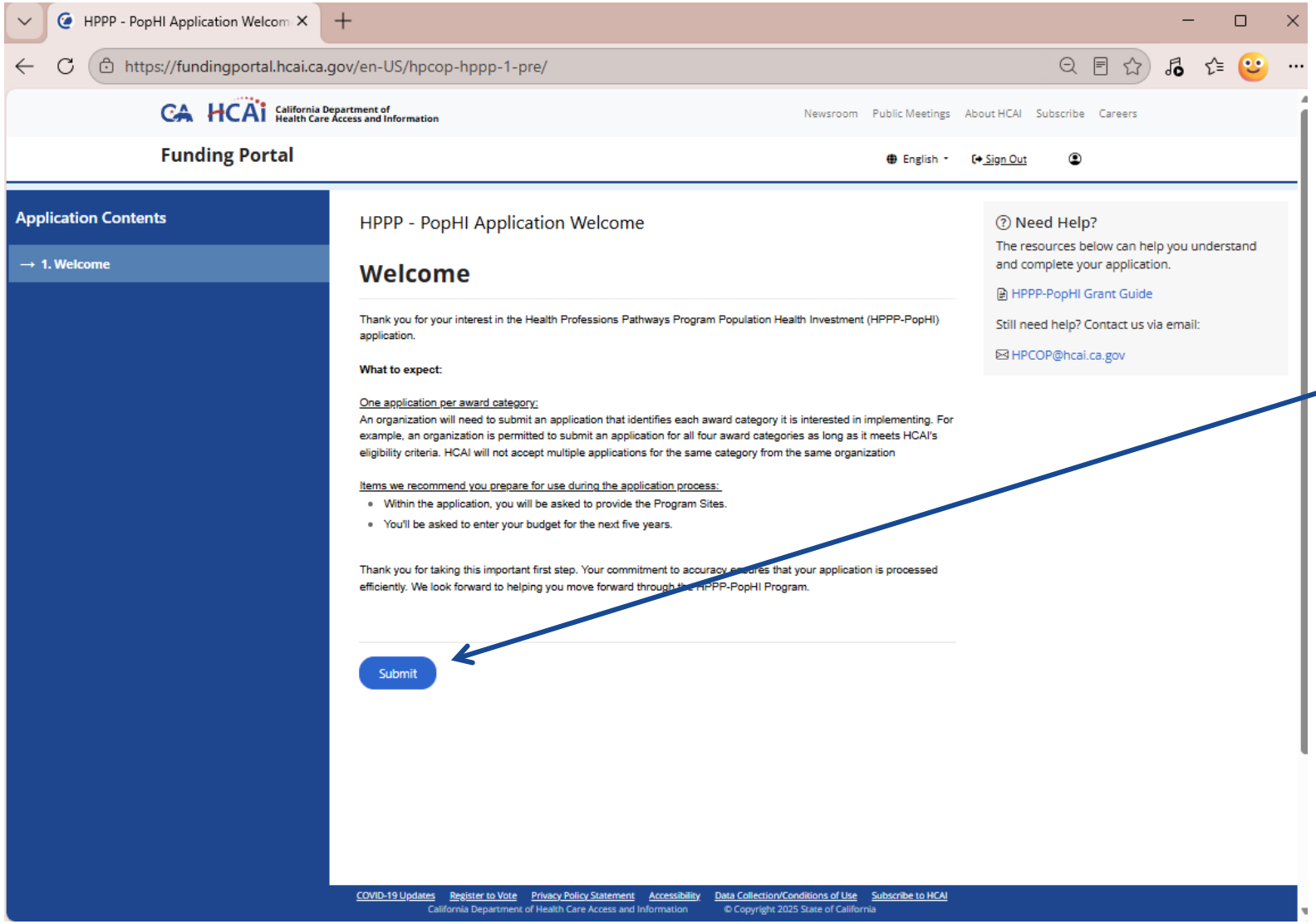
Starting the HPPP-PopHI Application (Part 3 of 3)

Screen: Application Welcome Page



- After signing in, and once your profile shows you as the Program Director for your organization, you can begin the HPPP-PopHI application by clicking the 'Submit' button on the application welcome page.

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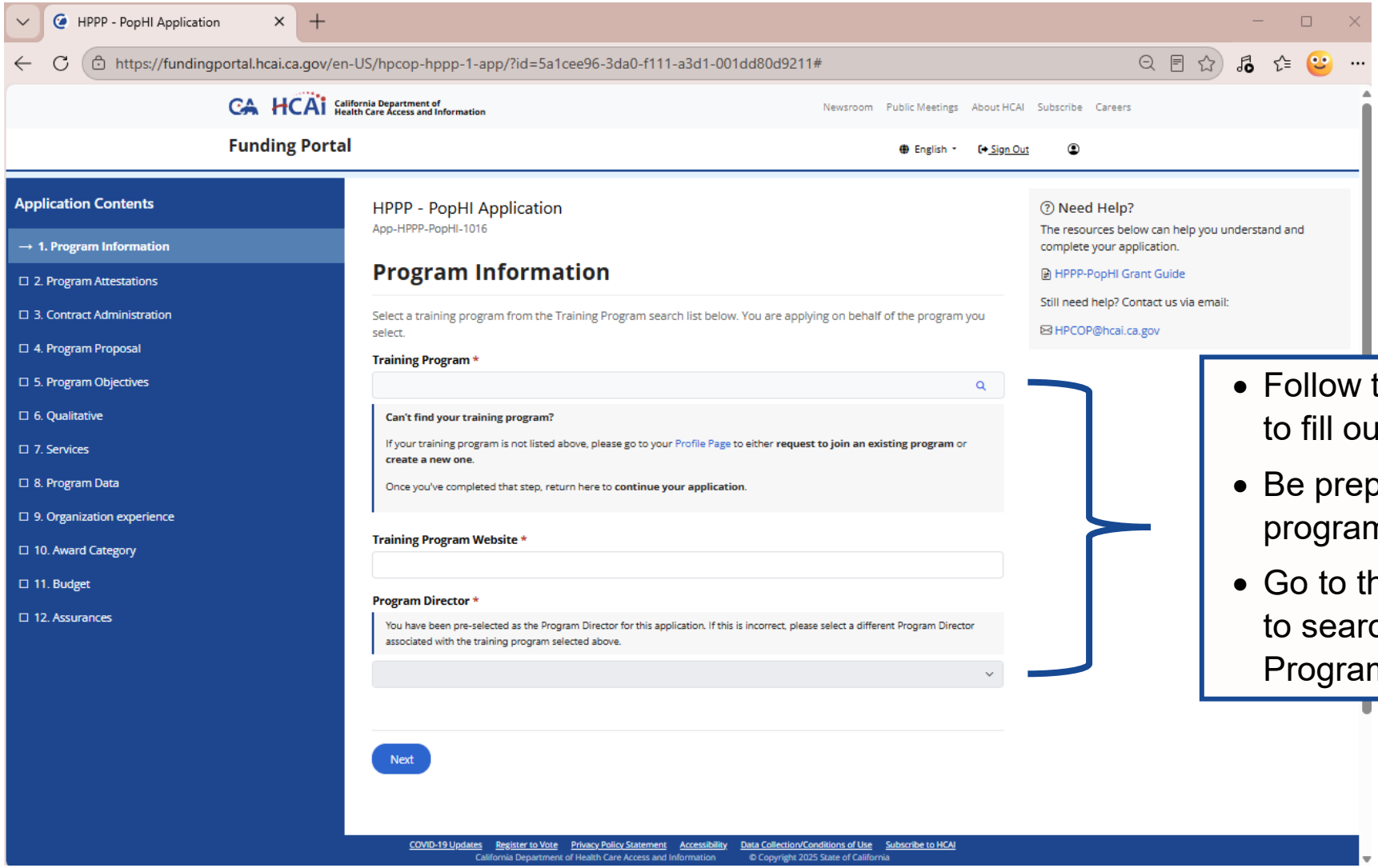
Application Section: Program Information

Program Information (Part 1 of 3)

Screen: Program Information Page 1 of 3 – Training Program



- Follow the prompts on the screen to fill out your program information.
- Be prepared to include your program website and information.
- Go to the next slide to review how to search and select your Training Program.

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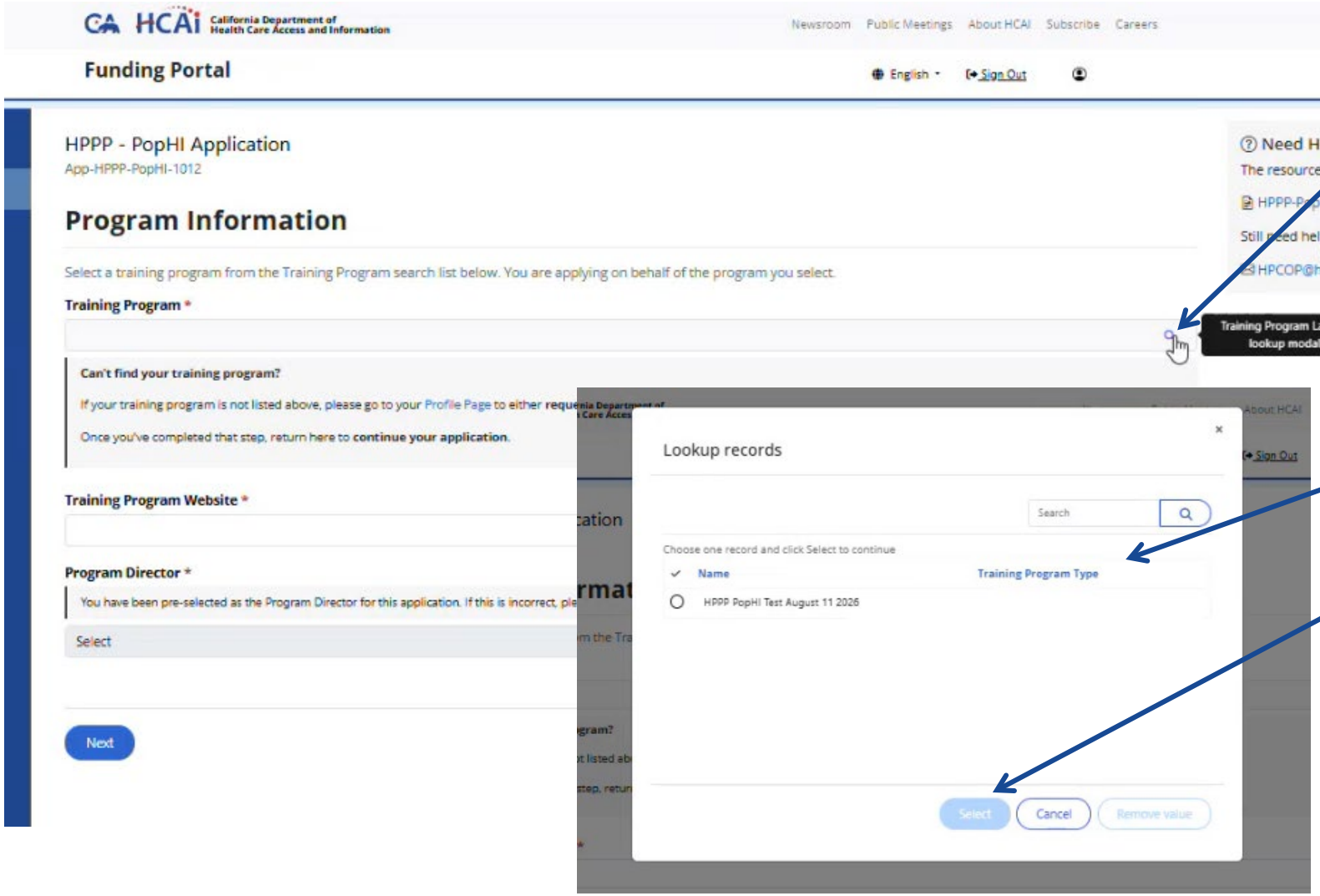
Program Information (Part 2 of 3)

Screen: Program Information Page 2 of 3 – Selecting Training Program



- Click the search tool button to open the Training Program lookup function to select your program.
- A new pop-up screen will appear.

- Follow the prompts on the screen to find your program.
- Once you have chosen your program, click the “Select” button to return to the application page.

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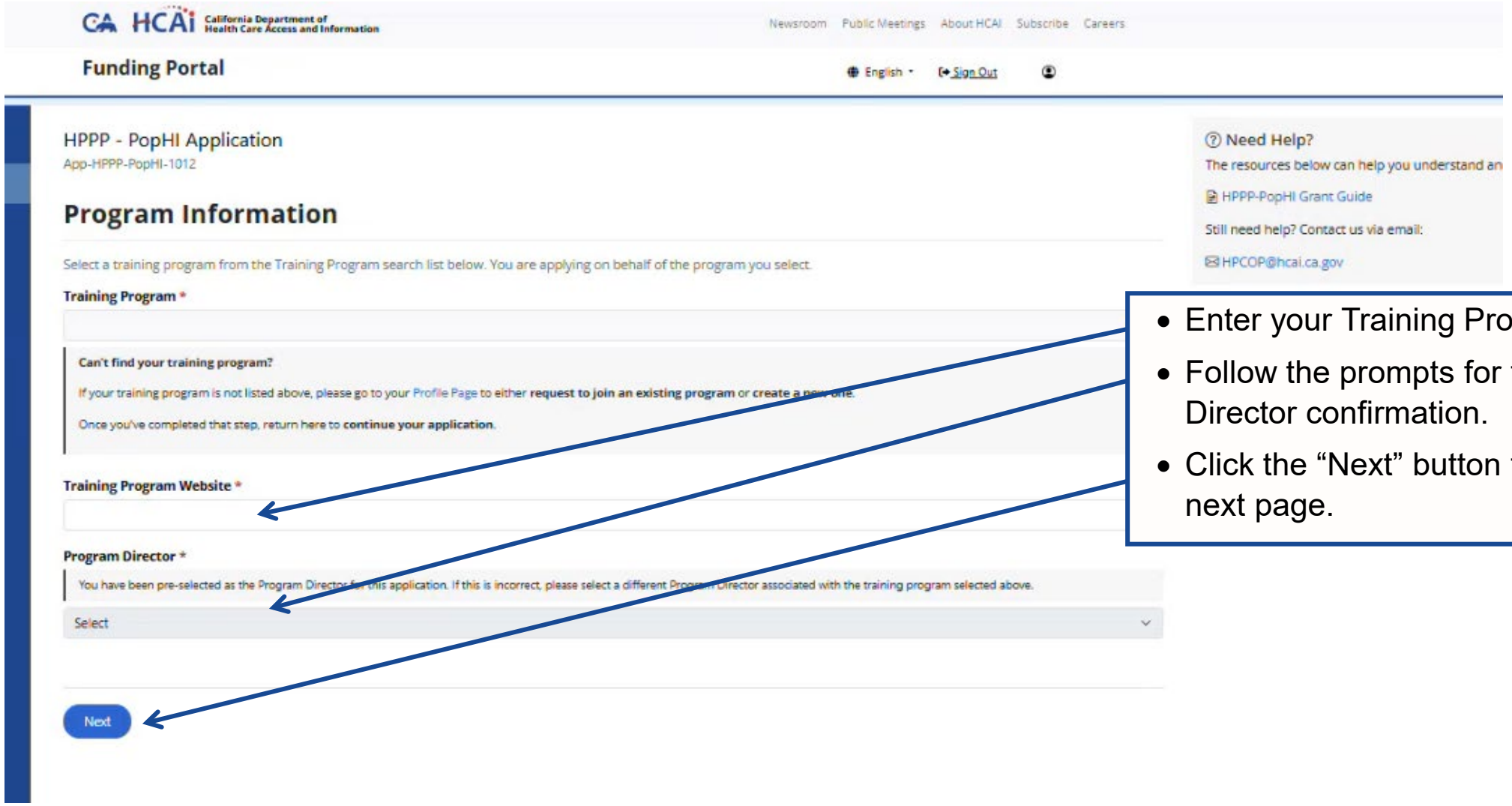
Program Information (Part 3 of 3)

Screen: Program Information Page 3 of 3 – Training Program



- Enter your Training Program website.
- Follow the prompts for the Program Director confirmation.
- Click the “Next” button to move on to the next page.

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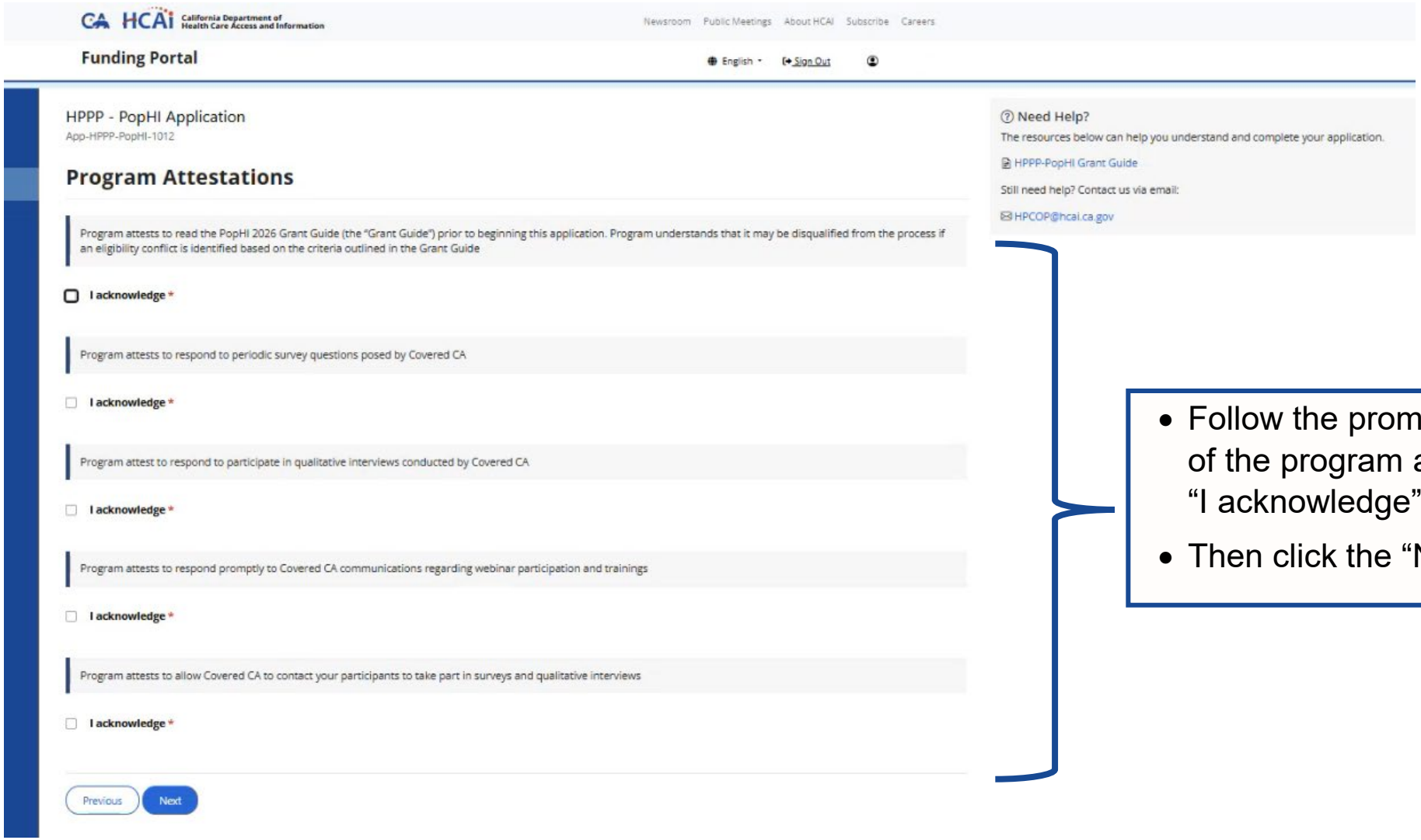
Application Section: Program Attestations

Program Attestations

Screen: HPPP PopHI Application - Program Attestation



- Follow the prompts and acknowledge each of the program attestations by clicking the "I acknowledge" box after each item.
- Then click the "Next" button to continue.

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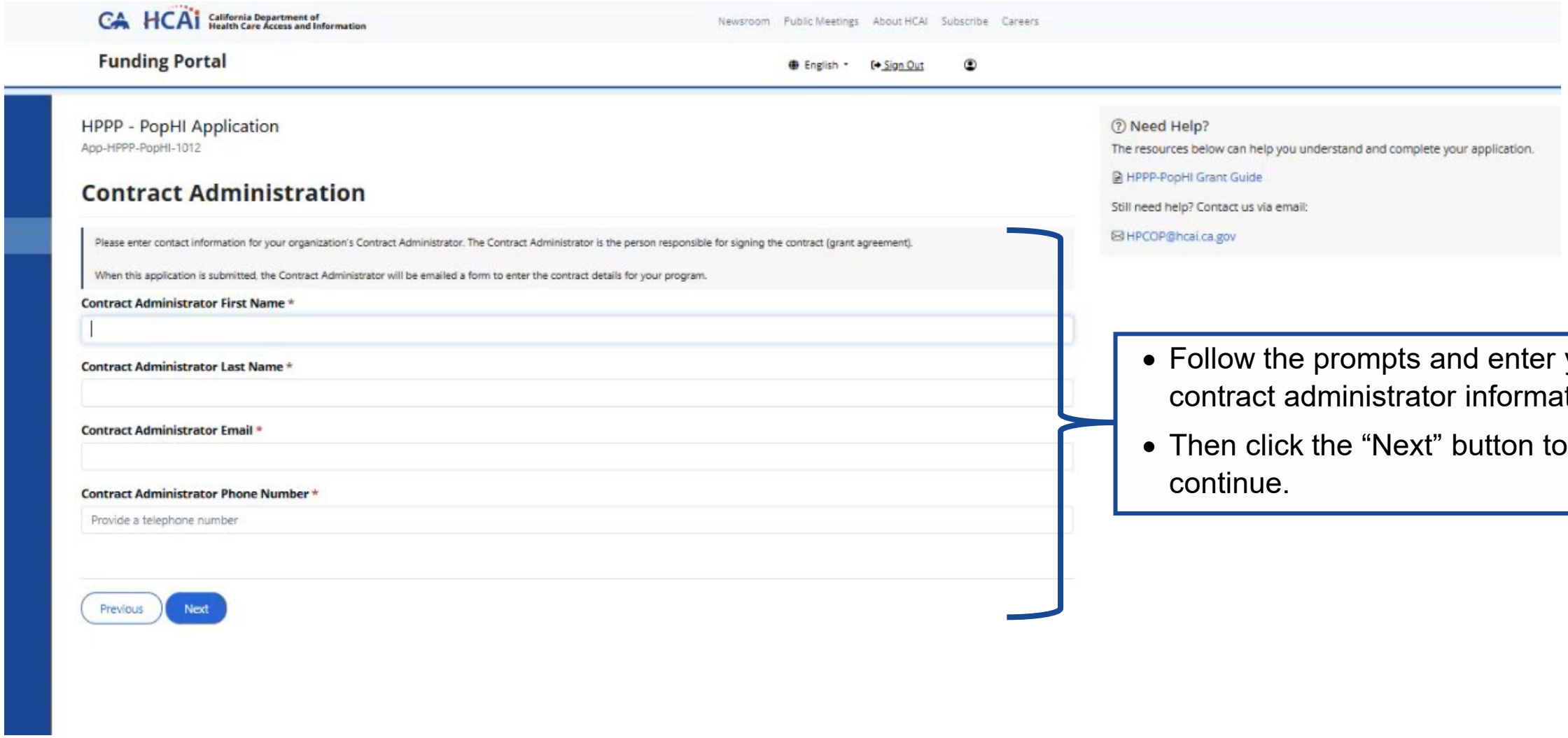
Application Section: Contract Administration

Contract Administration

Screen: HPPP PopHI Application – Contract Administration



- Follow the prompts and enter your contract administrator information.
- Then click the “Next” button to continue.

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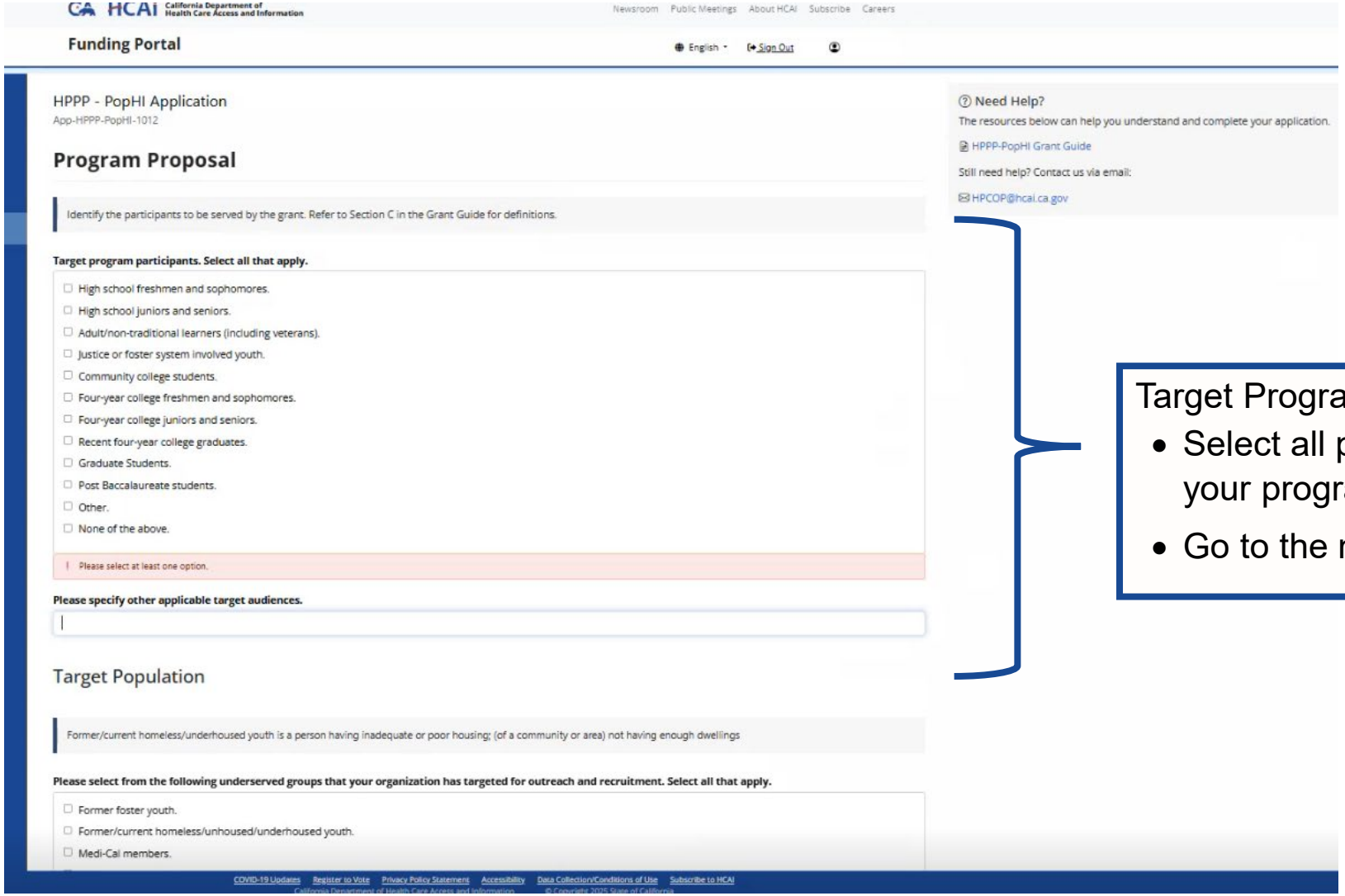
Application Section: Program Proposal

Program Proposal (Part 1 of 3)

Screen: HPPP PopHI Application – Program Proposal page 1, part 1 of 3



Target Program Participants

- Select all participant groups that apply to your program.
- Go to the next slide to review next steps.

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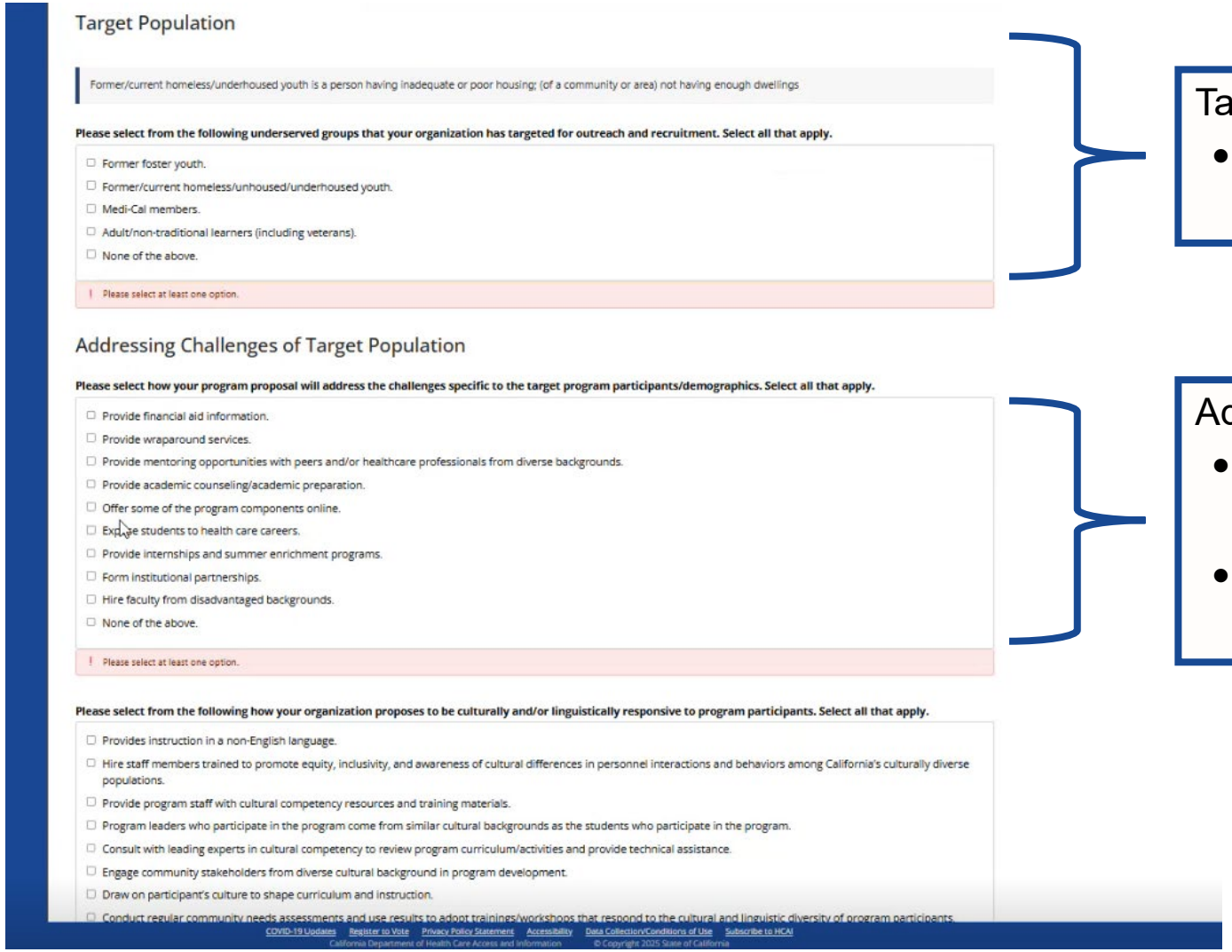
Program Proposal (Part 2 of 2)

Screen: HPPP PopHI Application – Program Proposal page 1, part 2 of 3



Target Population

- Select all population groups your program will serve.

Addressing Challenges of Target Population

- Select all that is applicable to your program proposal.
- Go to the next slide to review how to complete this section of the application.

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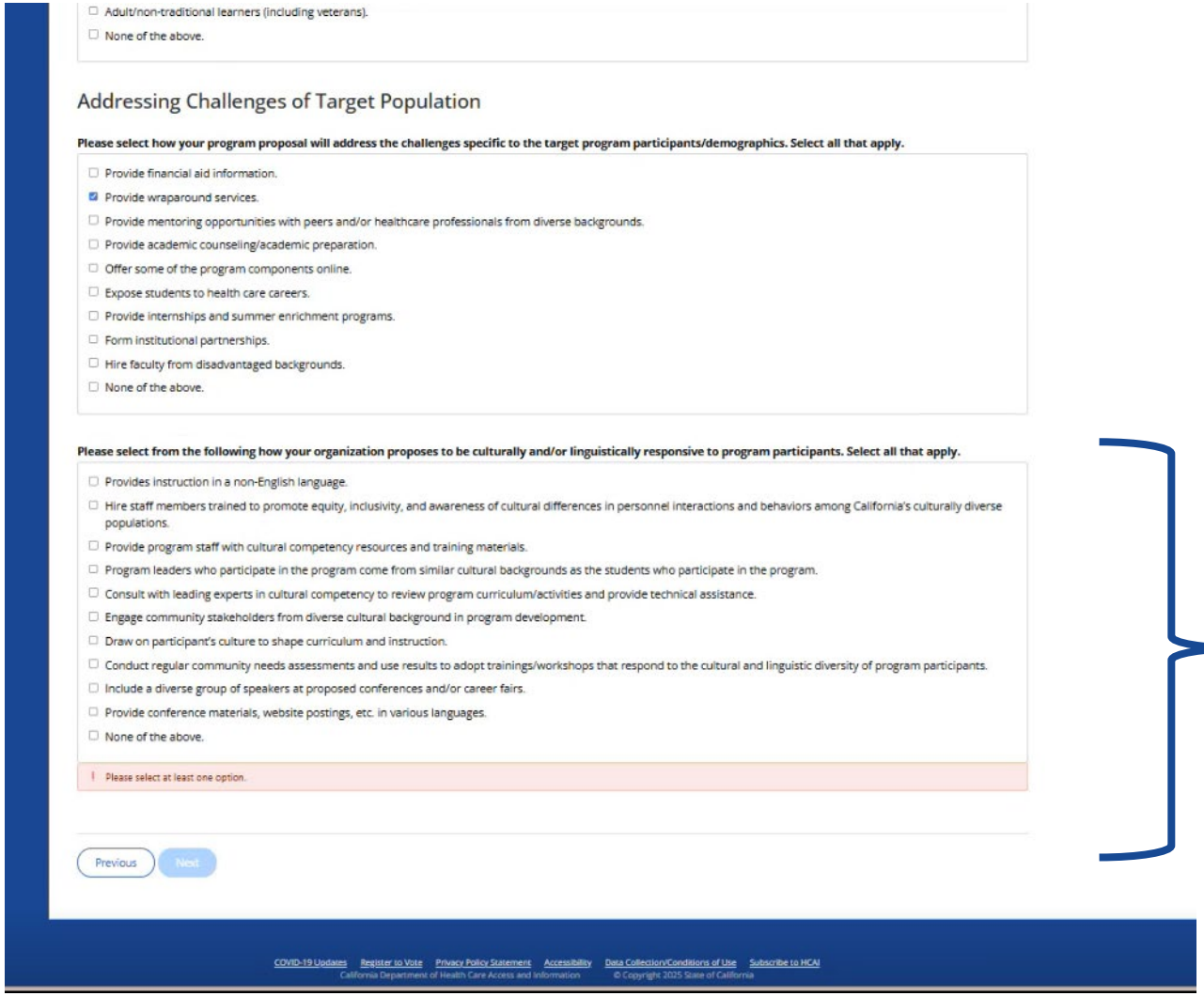
Program Proposal (Part 3 of 3)

Screen: Program Proposal page 1, part 3 of 3



Culturally and/or linguistically responsiveness

- Select all that is applicable to your program proposal.
- Click the “Next” button to continue.

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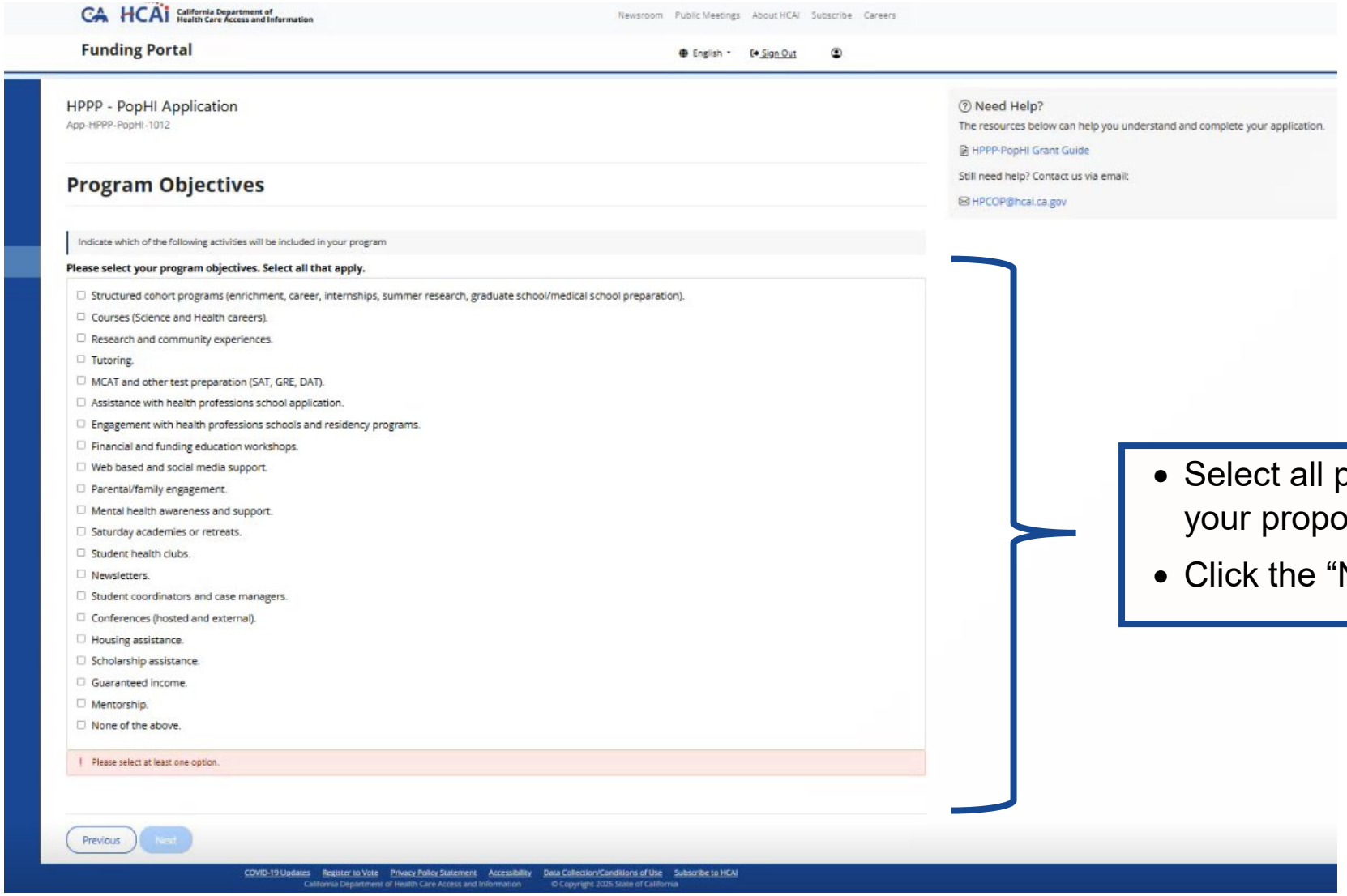
Application Section: Program Objectives

Program Objectives

Screen: Program Objectives



- Select all program objectives that apply to your proposal.
- Click the “Next” button to continue.

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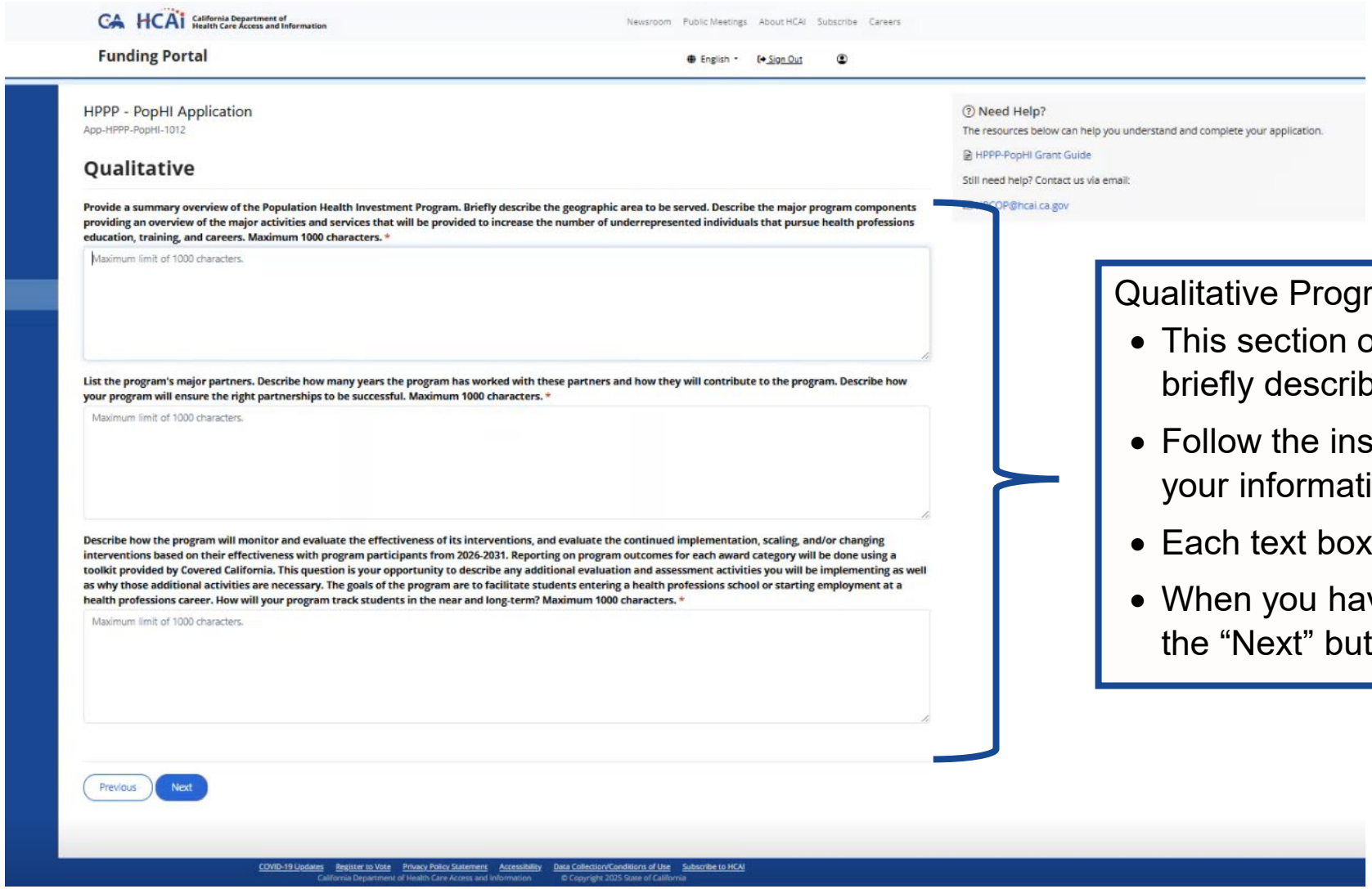
Application Section: Qualitative Questions

Qualitative Questions

Screen: HPPP – PopHI Application - Qualitative



Qualitative Program Description Sections

- This section of the application allows you to briefly describe your program.
- Follow the instructions in each text box and enter your information.
- Each text box is limited to 1,000 characters.
- When you have completed your responses, click the “Next” button to continue.

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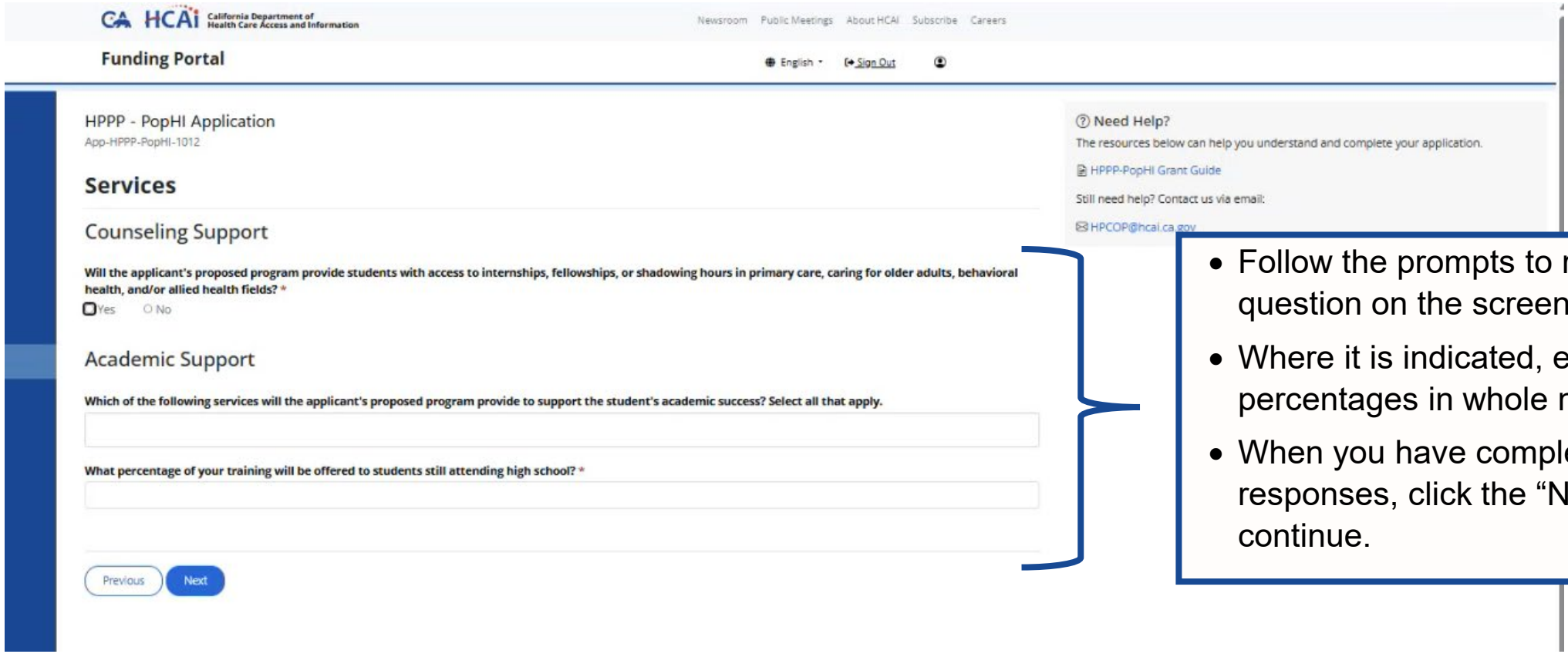
Application Section: Services

Services

Screen: HPPP – PopHI Application - Services



- Follow the prompts to respond to each question on the screen.
- Where it is indicated, enter percentages in whole numbers.
- When you have completed your responses, click the “Next” button to continue.

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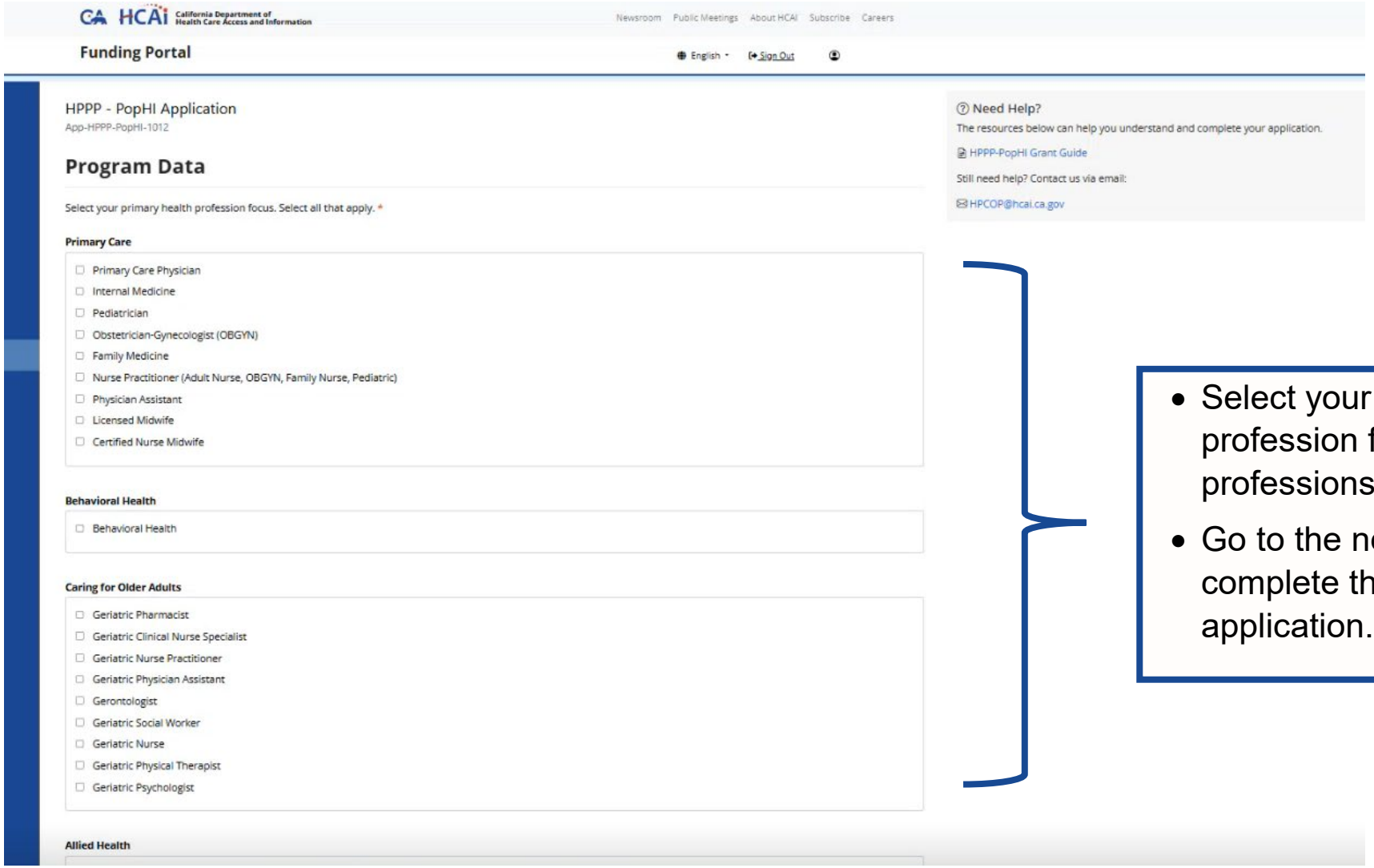
Application Section: Program Data

Program Data (Part 1 of 4)

Screen: HPPP – PopHI Application – Program Data page 1, part 1 of 4



- Select your program's primary health profession focus for each of the health professions that apply.
- Go to the next slide to review how to complete this section of the application.

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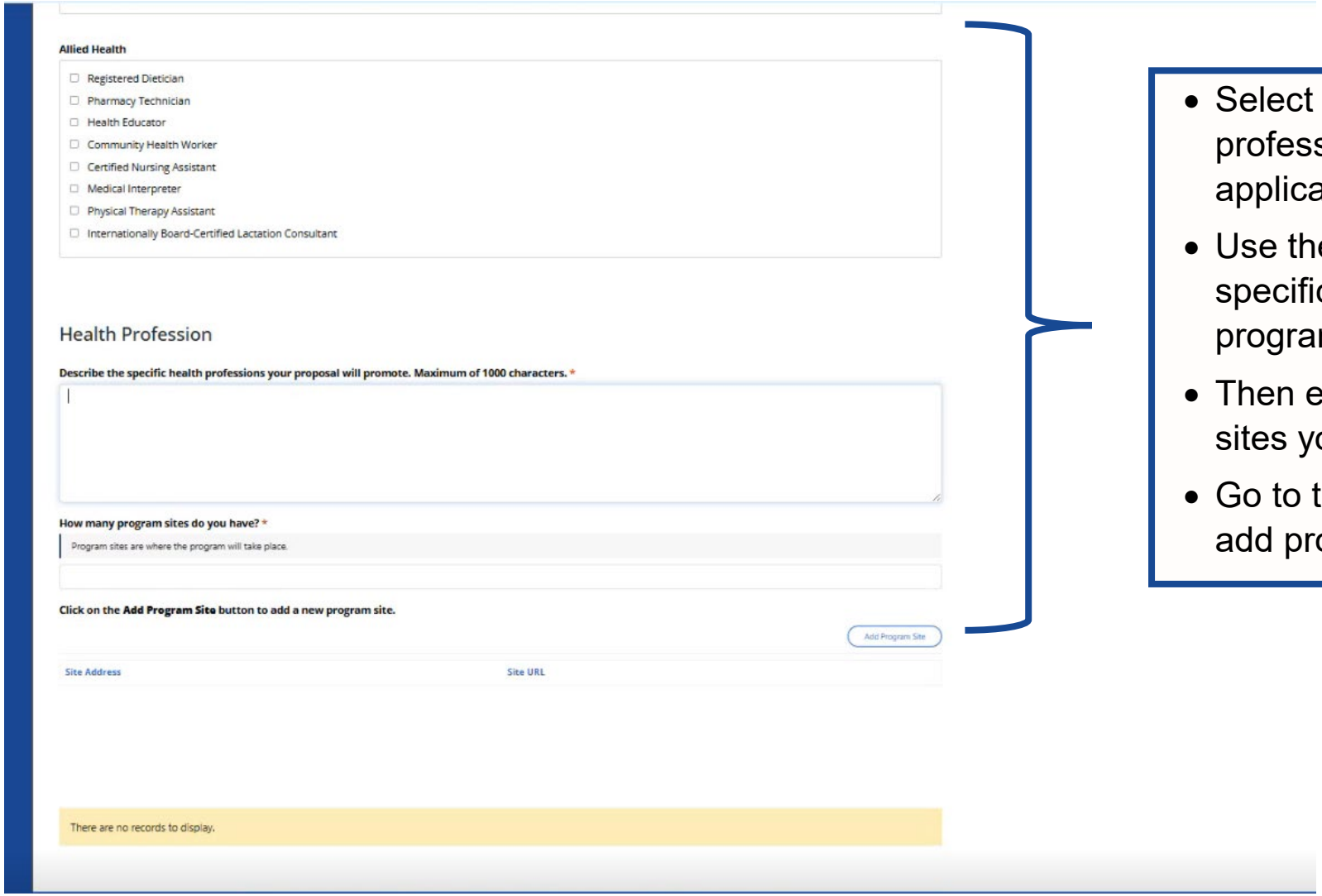
Program Data (Part 2 of 4)

Screen: HPPP – PopHI Application – Program Data page 1, part 2 of 4



- Select your program's primary health profession focus for Allied Health if applicable.
- Use the text box to briefly describe the specific health profession your program will support.
- Then enter the number of program sites you have in the text box.
- Go to the next slide to review how to add program sites.

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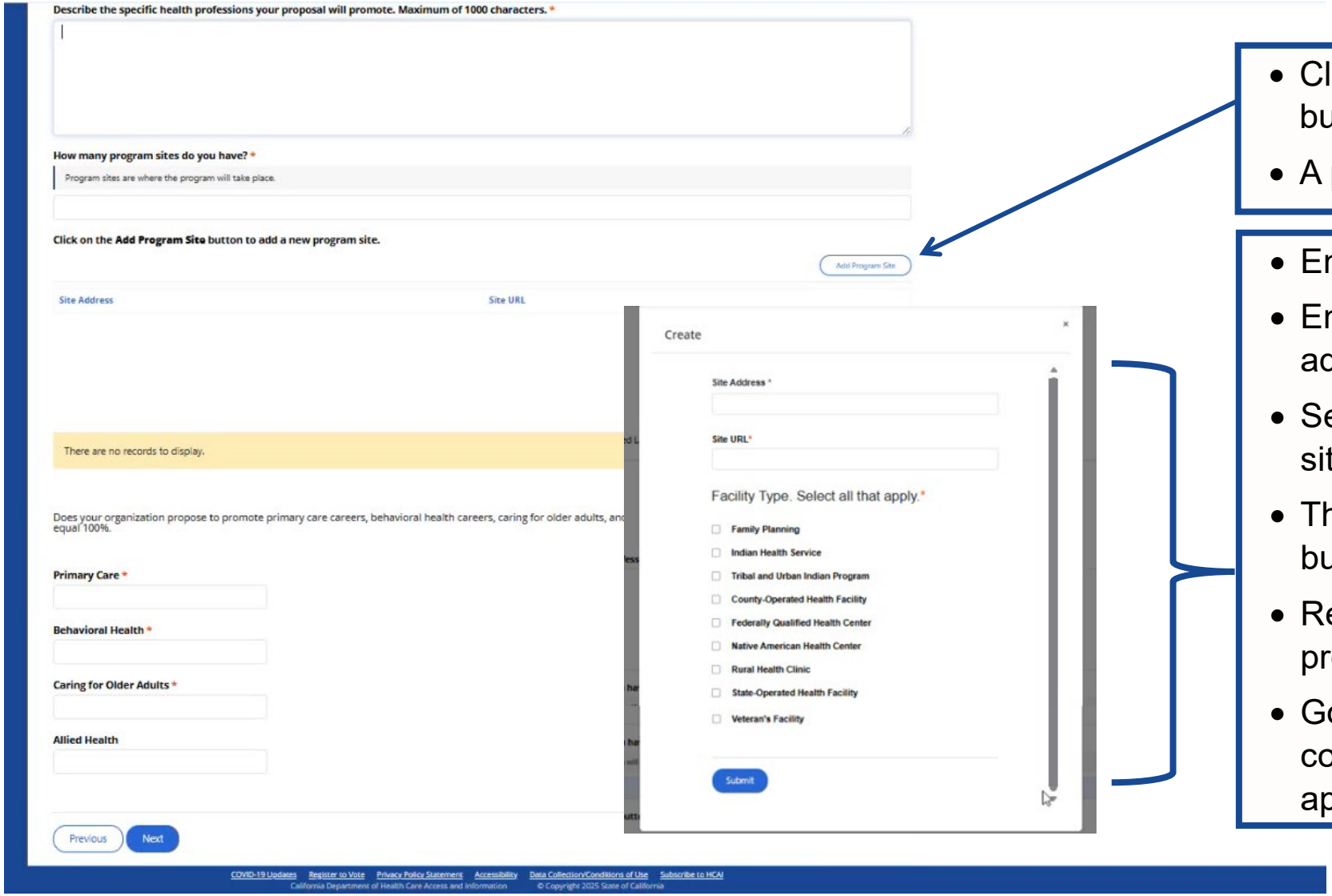
Program Data (Part 3 of 4)

Screen: HPPP – PopHI Application – Pop-up screen to add program sites



- Click on the “Add Program Site” button.
- A pop-up window will appear.

- Enter the program site address.
- Enter the program site URL website address.
- Select the facility type of the program site.
- Then scroll down to click the “Submit” button to return to the application.
- Repeat steps to add each of your program sites.
- Go to the next slide to review how to complete this section of the application.

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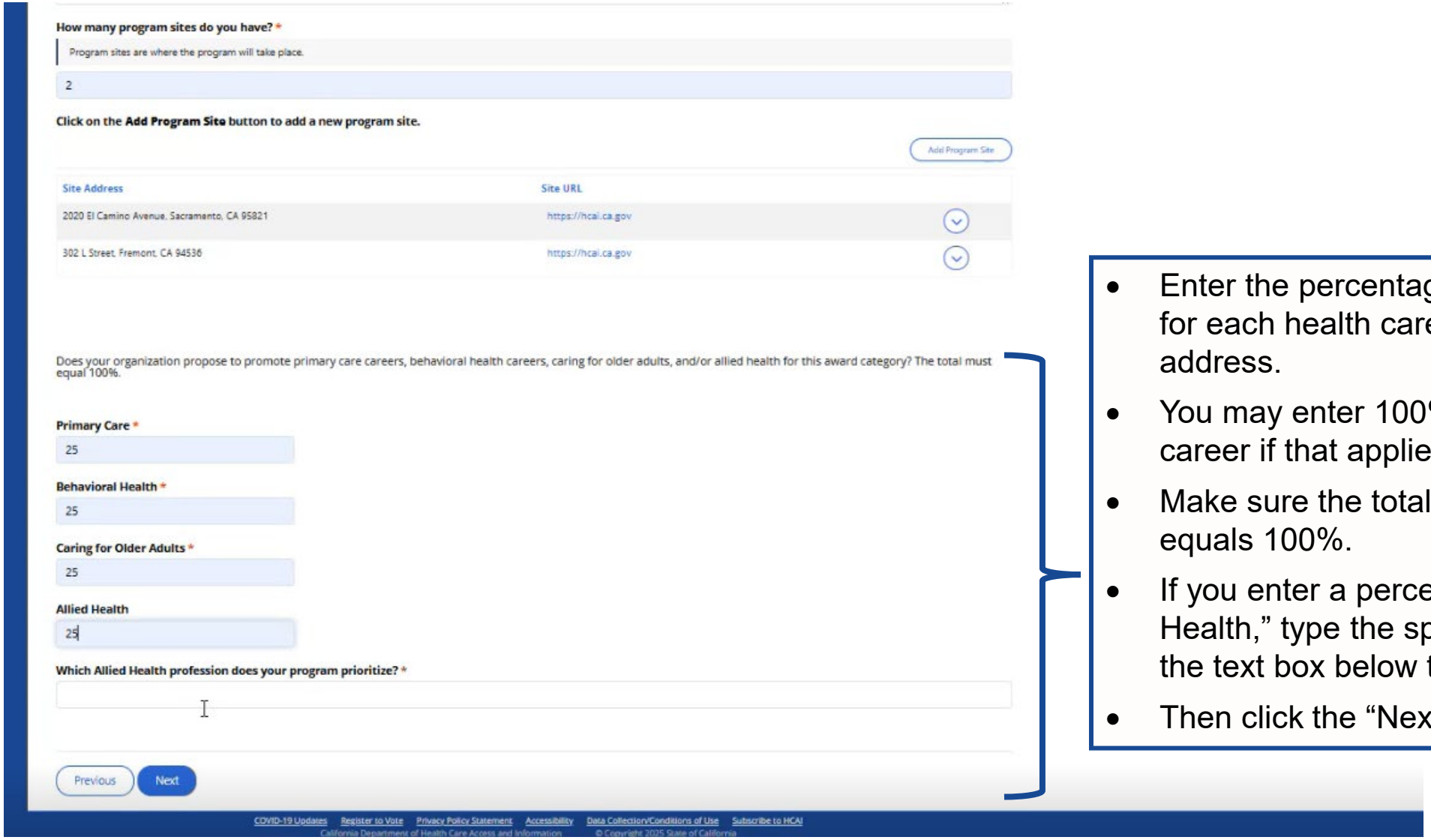
Program Data (Part 4 of 4)

Screen: HPPP – PopHI Application – Program Data page 1, part 4 of 4



- Enter the percentage (in whole numbers) for each health career your program will address.
- You may enter 100% for one health career if that applies to your program.
- Make sure the total for all health careers equals 100%.
- If you enter a percentage for “Allied Health,” type the specific health career in the text box below the percentage.
- Then click the “Next” button to continue.

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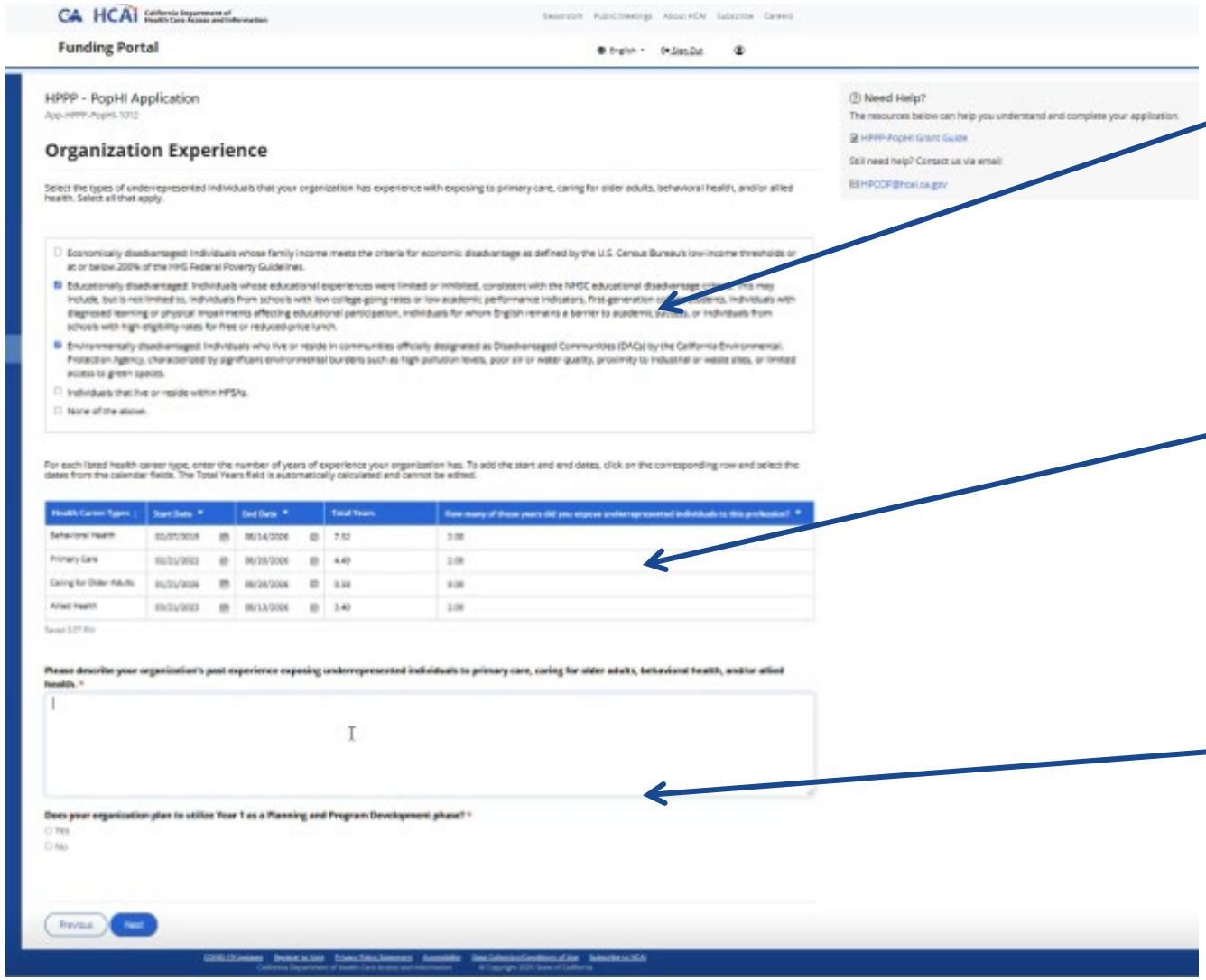
Application Section: Organization experience

Organization Experience

Screen: Organization Experience



- Select all groups of underrepresented individuals your organization has experience working with.

- Enter the Year Started, Year Ended, and the Total Years of Experience for each health career type.
- Then indicate how many of those years your program exposed underrepresented individuals to this profession by entering the number of years in the text boxes.

- Respond to the questions.
- Then click the “Next” button to continue.

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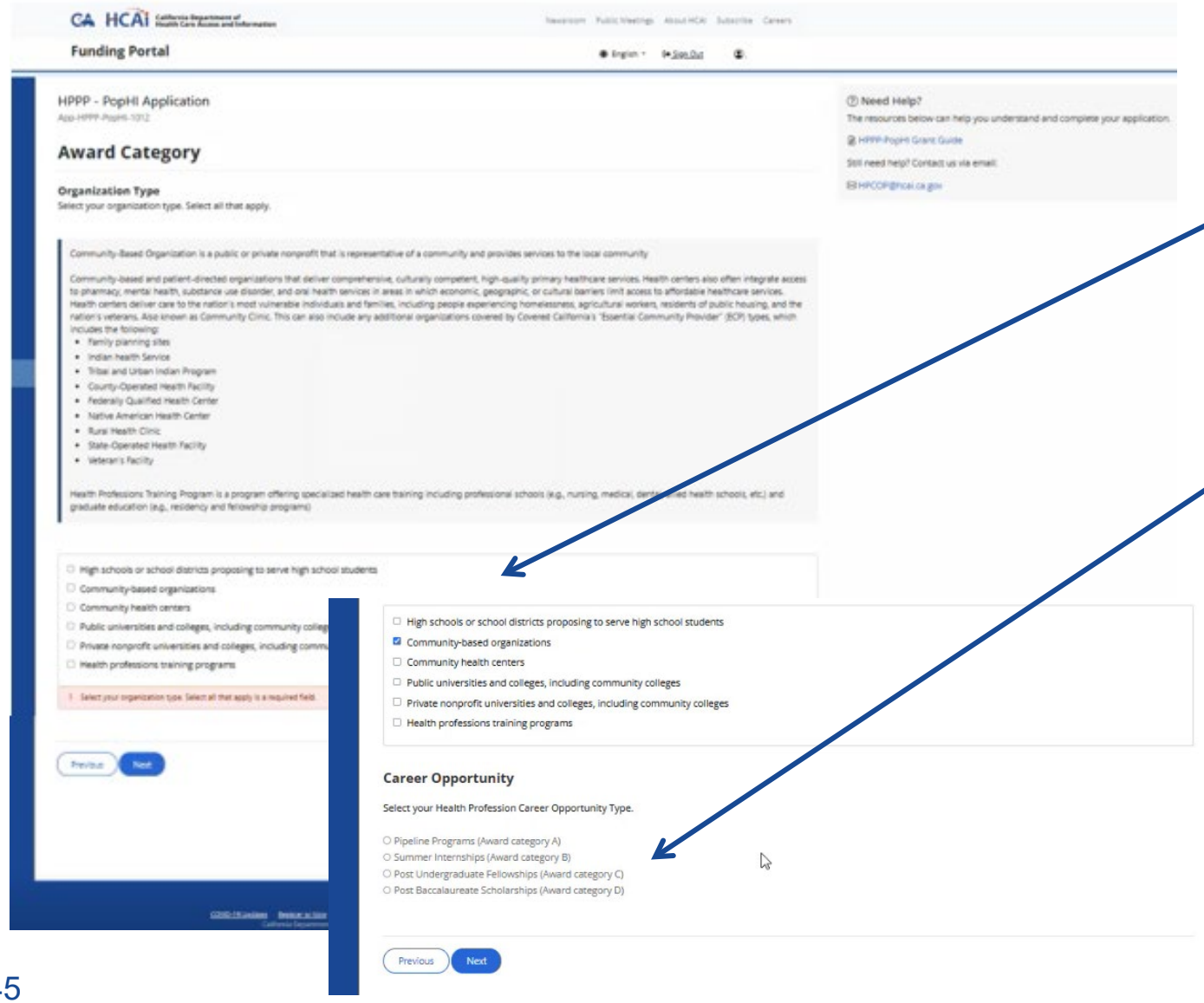
Application Section: Award Category

Award Category

Screen: HPPP – PopHI Application – Award Category



- Select your organization type.
- Then another section will appear on the page for the Health Profession Opportunity Type. Select the option category that you are proposing.
- Depending upon the category you select, another section called “Award Category” will appear on the page for you to respond.

- Go to the next set of slides to review how to complete this section of the application for each award category.

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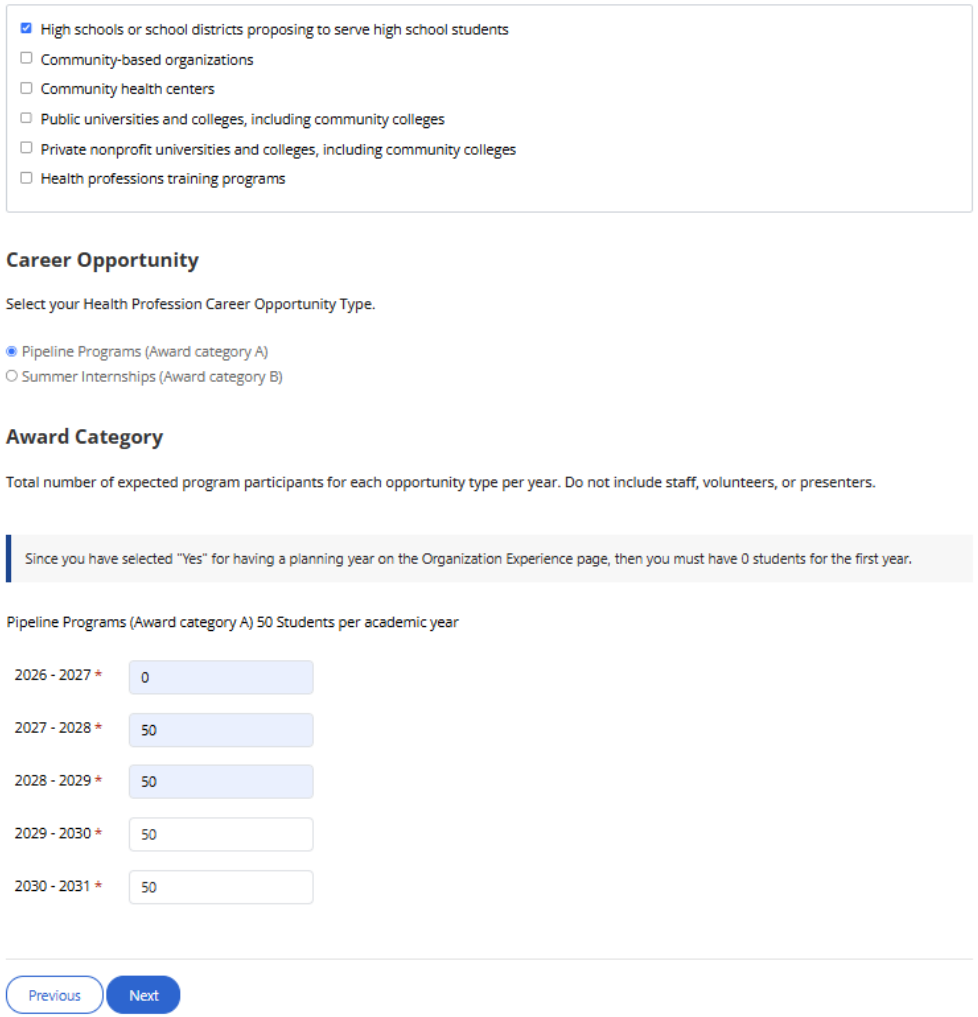
Award Category A: Pipeline Programs

Screen: HPPP – PopHI Application – Award Category



Example for Organization type: High School or School Districts with category A: Pipeline Programs:

- Select your organization type.
- Then select your health profession career opportunity type (award category)
- Depending upon the category you select, another section called “Award Category” will appear on the page for you to respond.
- Enter the total number of expected program participants for each year.
- Then click the “Next” button to continue.

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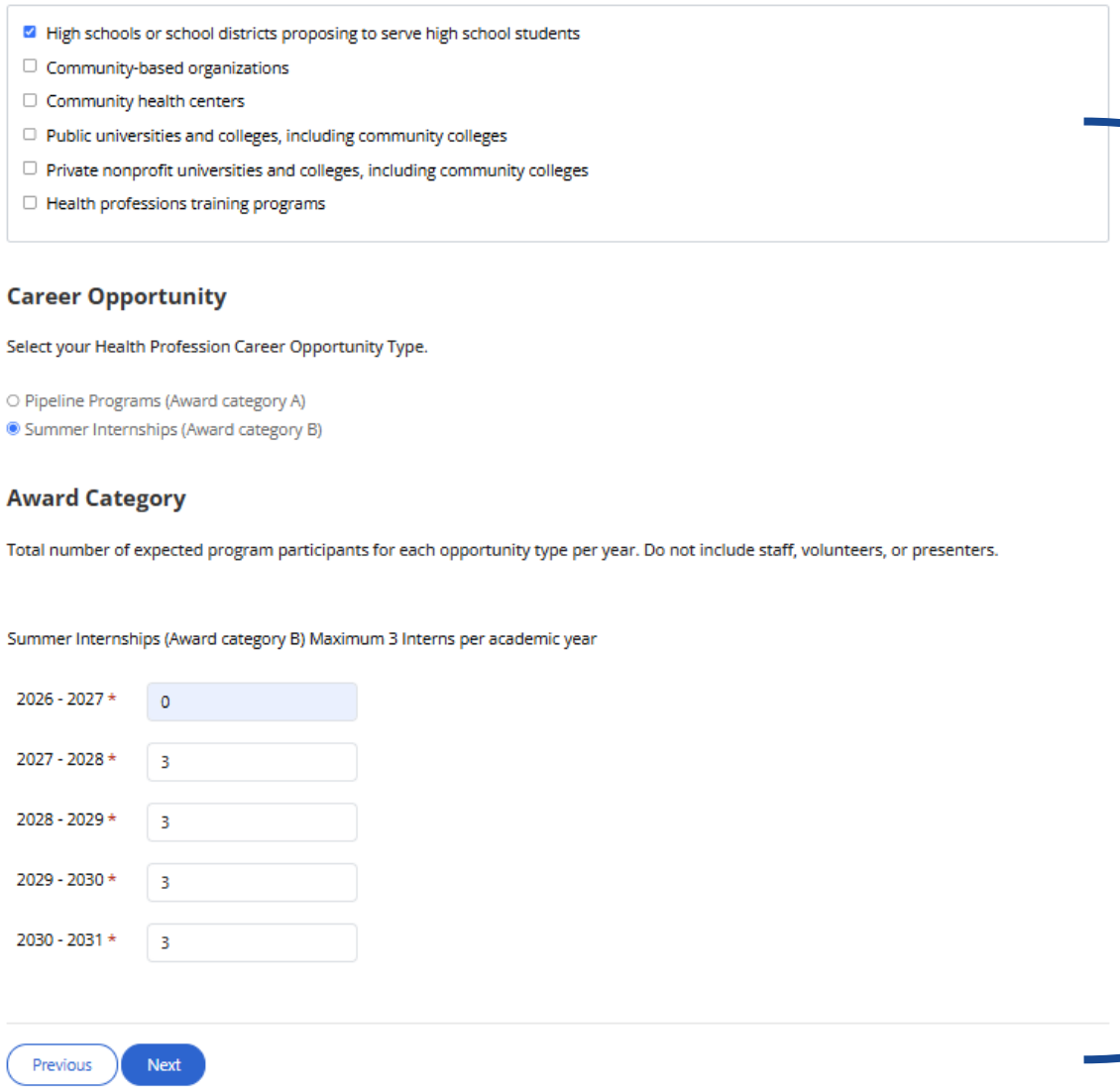
Award Category B: Summer Internships

Screen: HPPP – PopHI Application – Award Category



Example for Organization type: High School or School Districts with category B: Summer Internships:

- Select your organization type.
- Then select your health profession career opportunity type (award category)
- Depending upon the category you select, another section called “Award Category” will appear on the page for you to respond.
- Enter the total number of expected interns for each year.
- Then click the “Next” button to continue.

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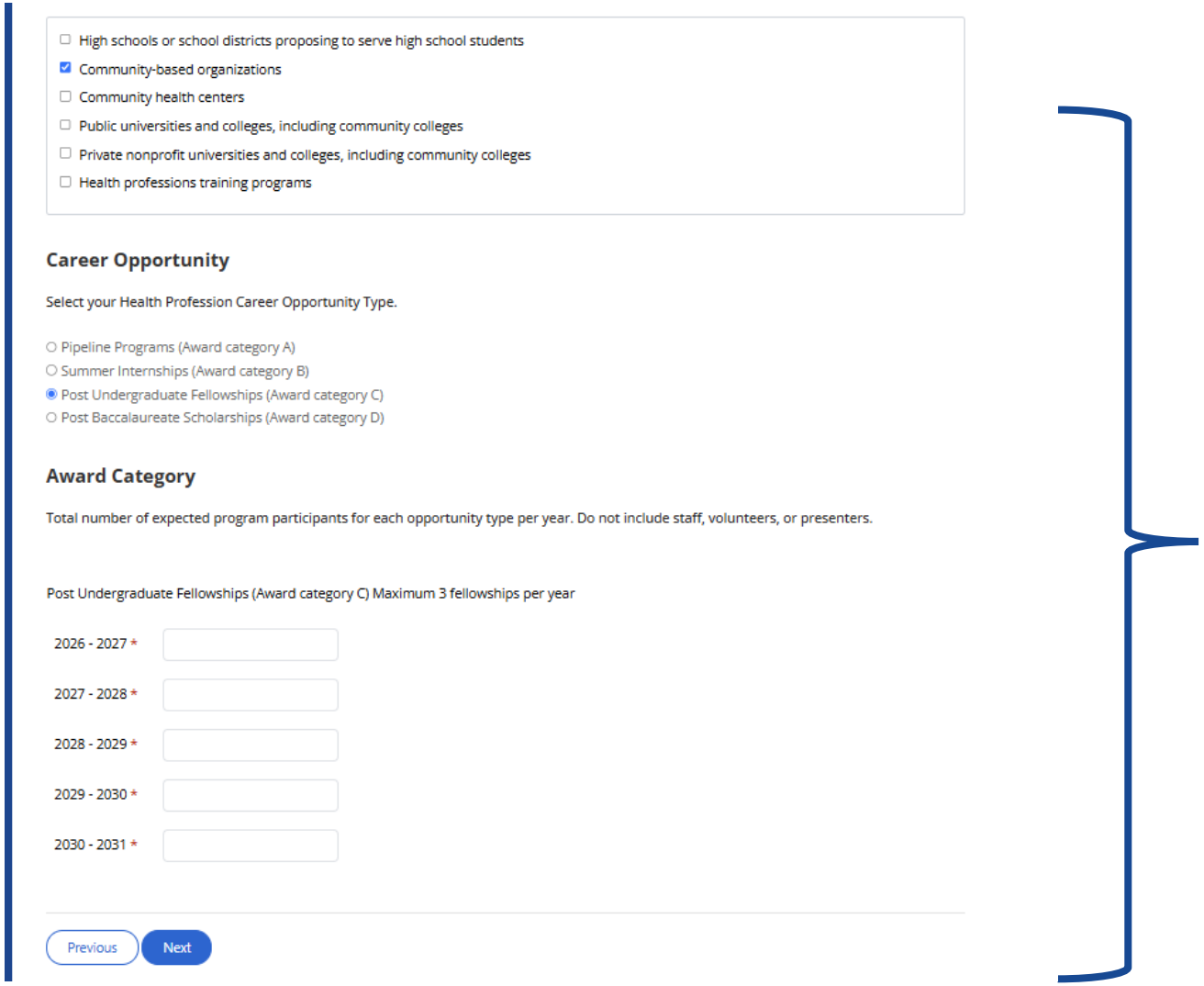
Award Category C: Post Undergraduate Fellowships

Screen: HPPP – PopHI Application – Award Category



Example for Organization type: Community-based organizations with category C: Post Undergraduate Fellowships

- Select your organization type.
- Then select your health profession career opportunity type (award category)
- Depending upon the category you select, another section called “Award Category” will appear on the page for you to respond.
- Enter the total number of expected fellowships for each year.
- Then click the “Next” button to continue.

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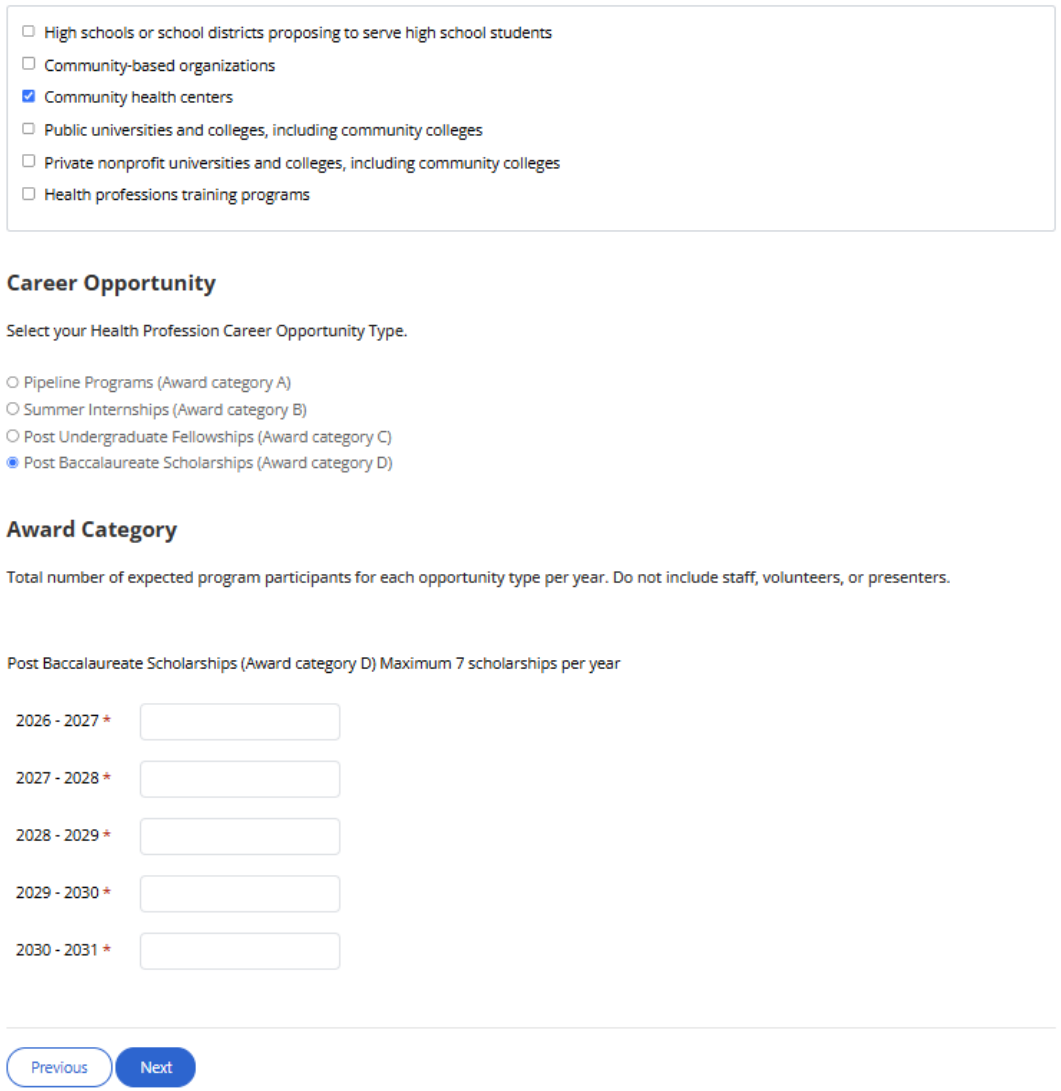
Award Category D: Post Baccalaureate Scholarships

Screen: HPPP – PopHI Application – Award Category



Example for Organization type: Community health centers with category D: Post Baccalaureate Scholarships

- Select your organization type.
- Then select your health profession career opportunity type (award category)
- Depending upon the category you select, another section called “Award Category” will appear on the page for you to respond.
- Enter the total number of expected scholarships for each year.
- Then click the “Next” button to continue.

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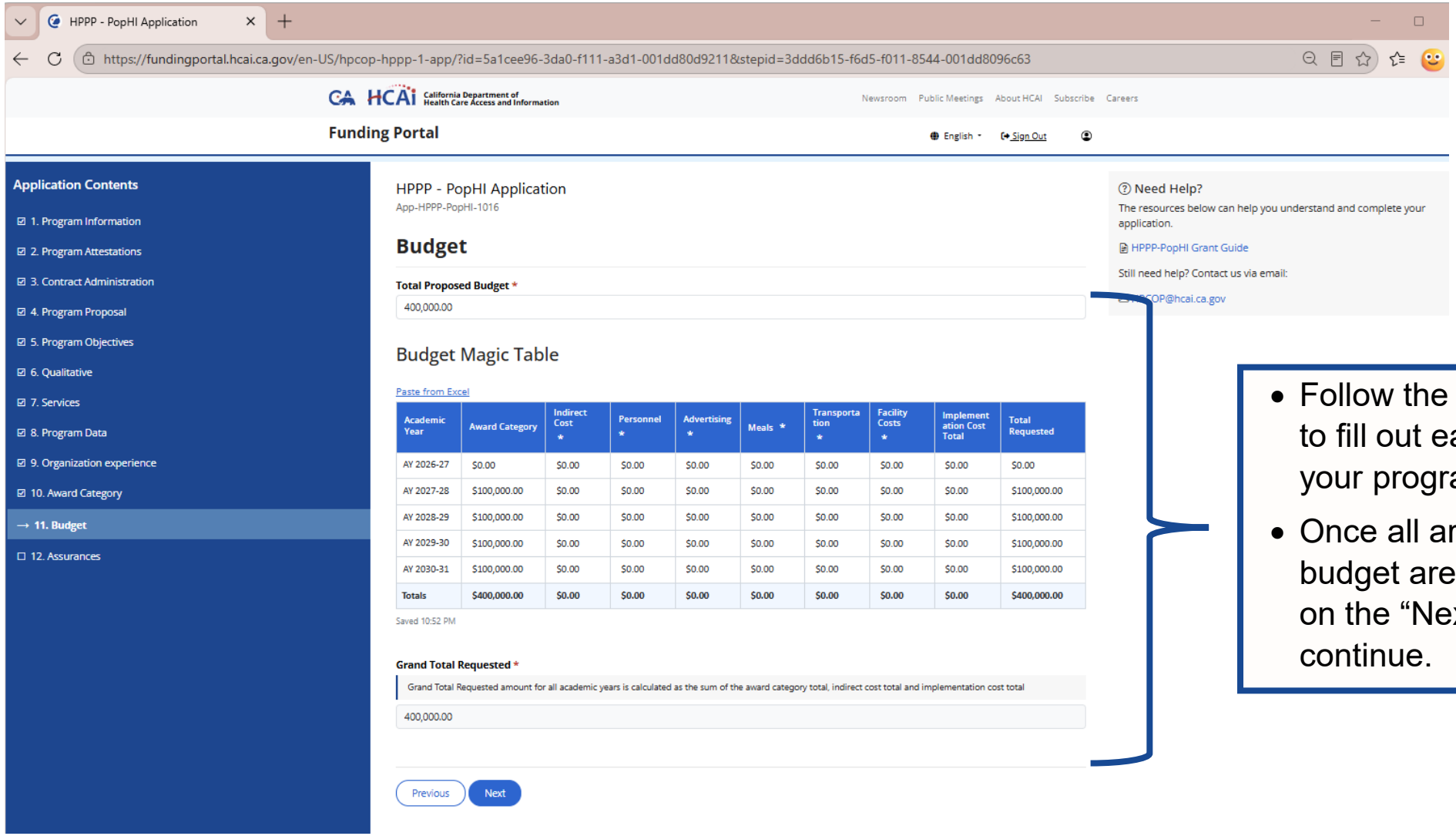
Application Section: Budget

Program Budget

Screen: HPPP-PopHI Application - Budget



- Follow the screen prompts to fill out each item for your program budget.
- Once all areas of the budget are complete, click on the “Next” button to continue.

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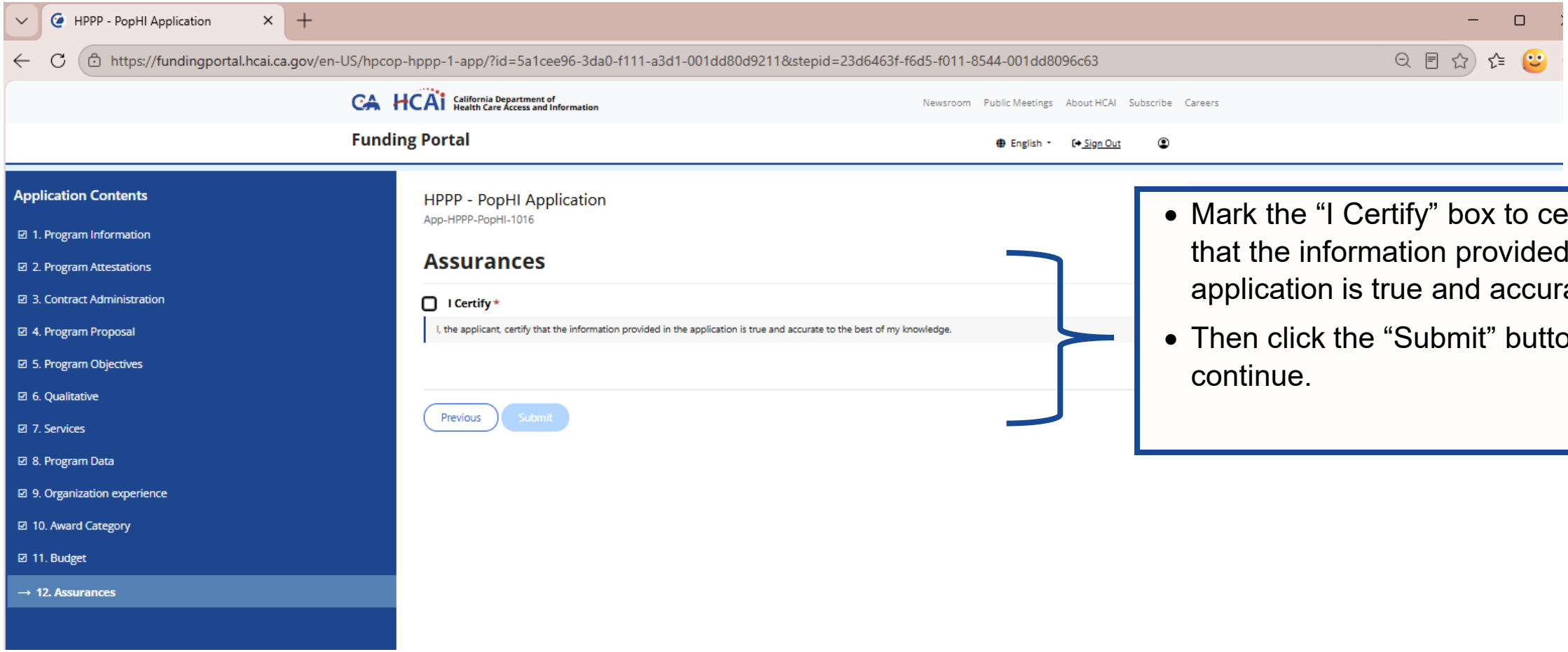
Application Section: Assurances

Assurances

Screen: HPPP-PopHI Application - Assurances



- Mark the “I Certify” box to certify that the information provided in the application is true and accurate.
- Then click the “Submit” button to continue.

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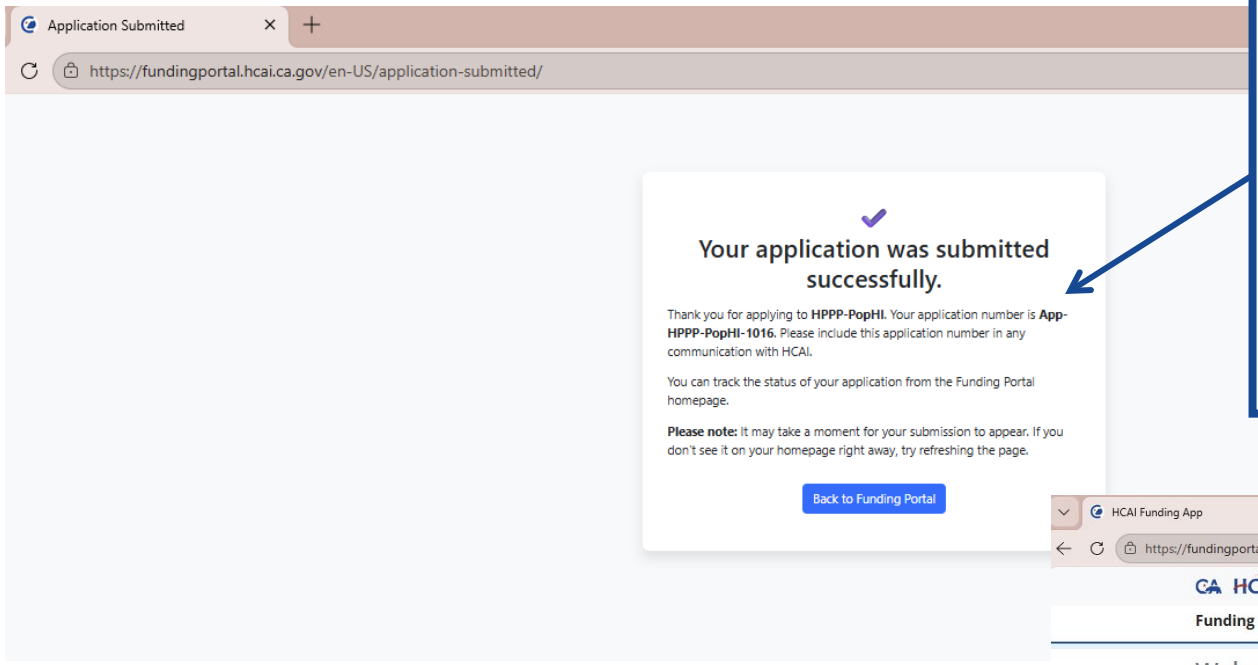
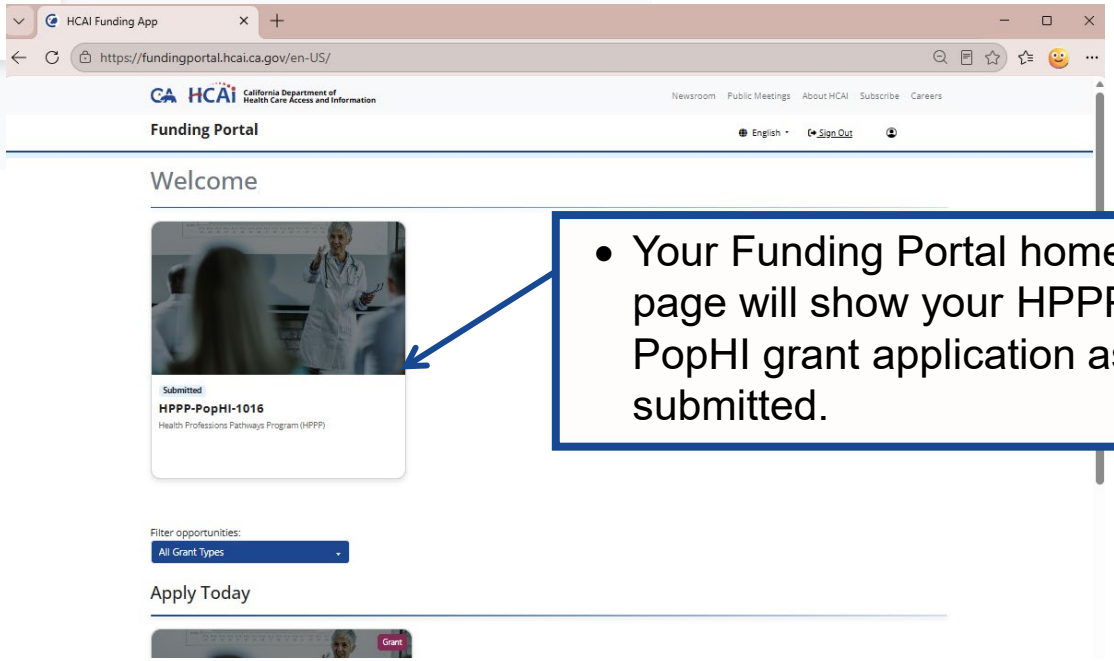
Confirmation and Post-submission (final screen)

Screen: Confirmation



- This screen will display a confirmation message with your application number.
- You can track the status of your application from the Funding Portal Homepage.
- Click the “Back to Funding Portal” button to view your profile and application status.



- Your Funding Portal home page will show your HPPP – PopHI grant application as submitted.

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Questions

Send all questions to: HPCOP@HCAI.ca.gov

- If you have a *submitted application*, please include your HPPP - PopHI Application # in the email Subject Line for all correspondence. This # will be provided in your application confirmation email and on the Funding Portal page.

- If you have *not* submitted an application and have a general question, include HPPP - PopHI 2026 – Question re: (enter the subject) in the email Subject Line.
  - NOTE: Emails which do not include the requested information listed above may experience delayed responses from HCAI Program staff.