

# Health Careers Training Program (HCTP) Mini-Grants

## Technical Assistance Guide January 2021

# Application Release Dates

Registration: Open now

Application release: January 29, 2021

Application deadline: March 4, 2021

Application opens and closes at 3:00 p.m.

# HCTP Mini-Grant Awards

Awards will be announced on the  
Mini-Grants website

<https://oshpd.ca.gov/loans-scholarships-grants/grants/hctp-mini-grants/>

# About HCTP Mini-Grants

The Health Careers Training Program (HCTP) Mini-Grants Program funds programs that support and encourage underrepresented and disadvantaged individuals to pursue health careers in order to develop a more culturally and linguistically competent healthcare workforce.

# Award Categories

- **Category A: Health Career Conferences and/or Workshops**
  - Focus on introducing participants to a wide variety of health career options by offering health “career fair” experiences or workshops.
  - Minimum 100 participants.
- **Category B: Health Career Exploration**
  - Focus on direct exposure to one or more health careers through hands-on experience that includes direct interaction with healthcare professionals in real or simulated settings.
  - Minimum 50 participants.
- An organization can submit a separate application for each program they propose to implement (within the same or different award category).

# Brief Program Description

Provide a one to two sentence summary of the program. OSHPD may use this section verbatim for marketing or other purposes. Be as clear as possible.

- Award Category A example: “The program’s career fair will increase awareness, student engagement, and participation in the Career Academy and strengthen connections between parents, the private sector, and higher education partners.”
- Award Category B example: “The program will serve selected students in an intensive college preparation course and additional students in mental/behavioral health, primary care, and other health professions-related workshop activities planned throughout the year.”

# Before You Apply

- If your program requires approval to contract from a coordinating authority, please inform that authority of the terms and conditions contained in the Grant Agreement.
- Applicants must agree to the terms and conditions before receiving funds.
- OSHPD **will not** make changes to the terms and conditions specified in the Grant Agreement.
- Funds shall not supplant existing state or local funds.

# Helpful Resources

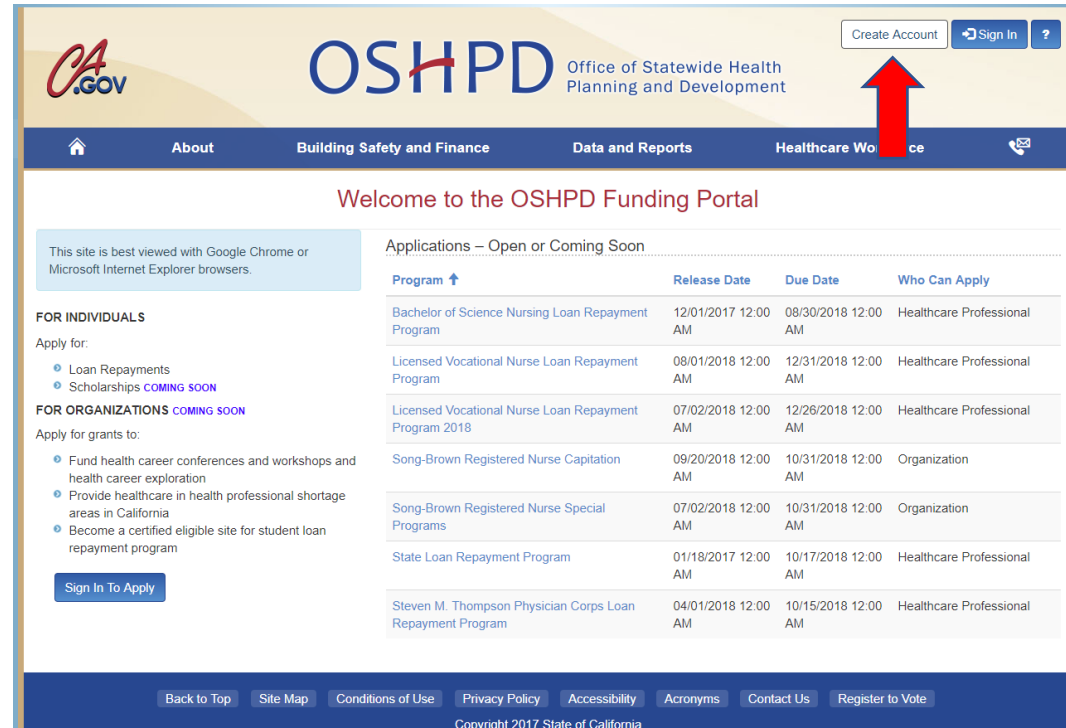
- OSHPD eApp  
<https://eapp.oshpd.ca.gov/funding/>
- Mini-Grants Grant Guide for FY 2020-21  
<https://oshpd.ca.gov/loans-scholarships-grants/grants/http-mini-grants/>



# Accessing the Application System

- OSHPD uses the eApp system to allow programs to submit applications. This Grant Guide contains information you need to complete an application in the eApp.
- To access the eApp, go to <https://eapp.oshpd.ca.gov/funding>. To ensure proper functionality in the eApp, use the Internet Explorer browser.

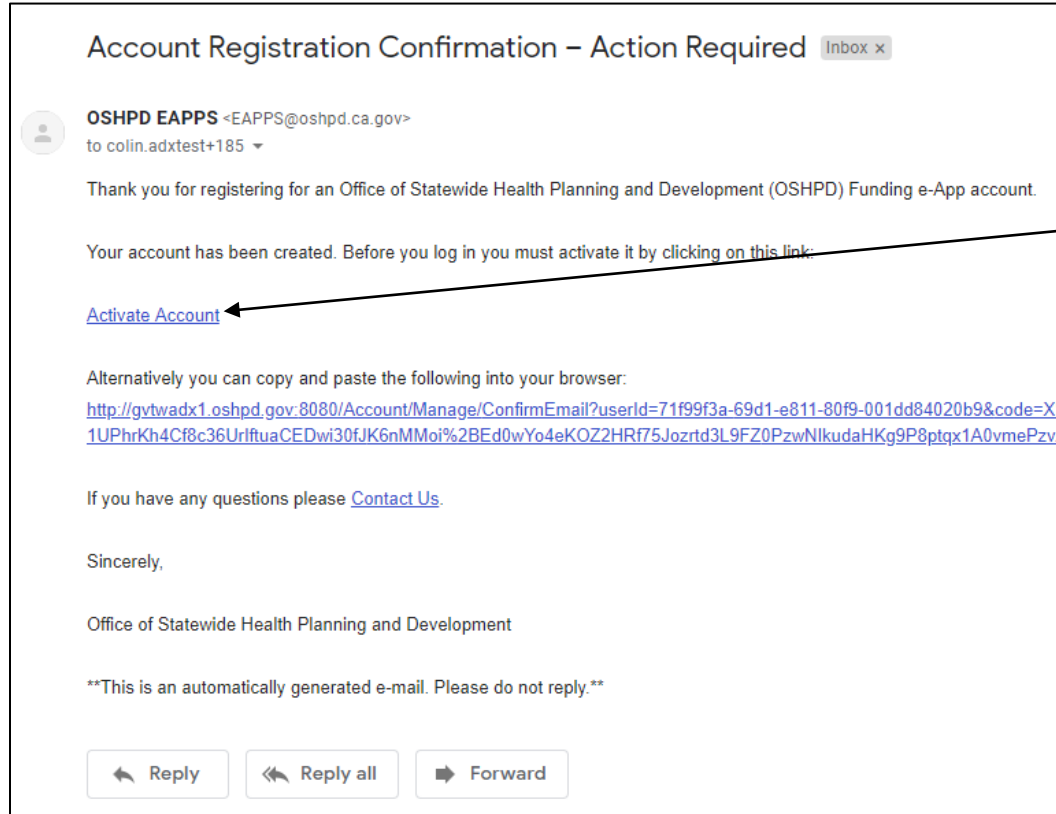
# Creating an Account



If you are a new applicant, register now – do not wait.

**Note:** For the best experience, use Internet Explorer browser.

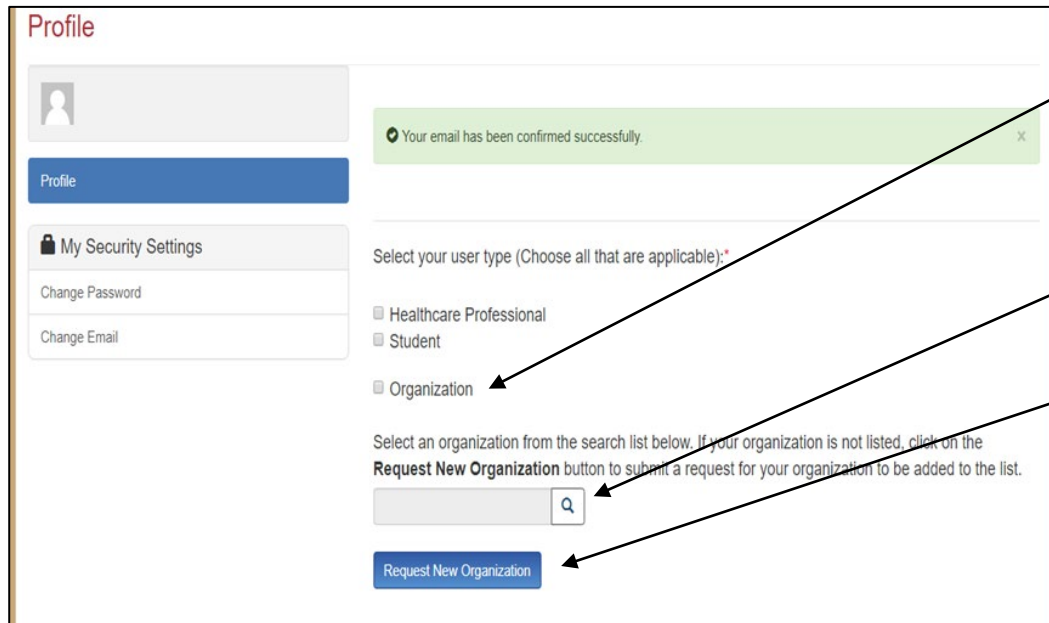
# Registration



1. After creating a new account, you will receive a validation email.
2. Click “Activate Account” to be taken to your Profile page.
3. Please allow 1-3 minutes to receive the email.

*Note: If you don't see the email, please check your spam folder.*

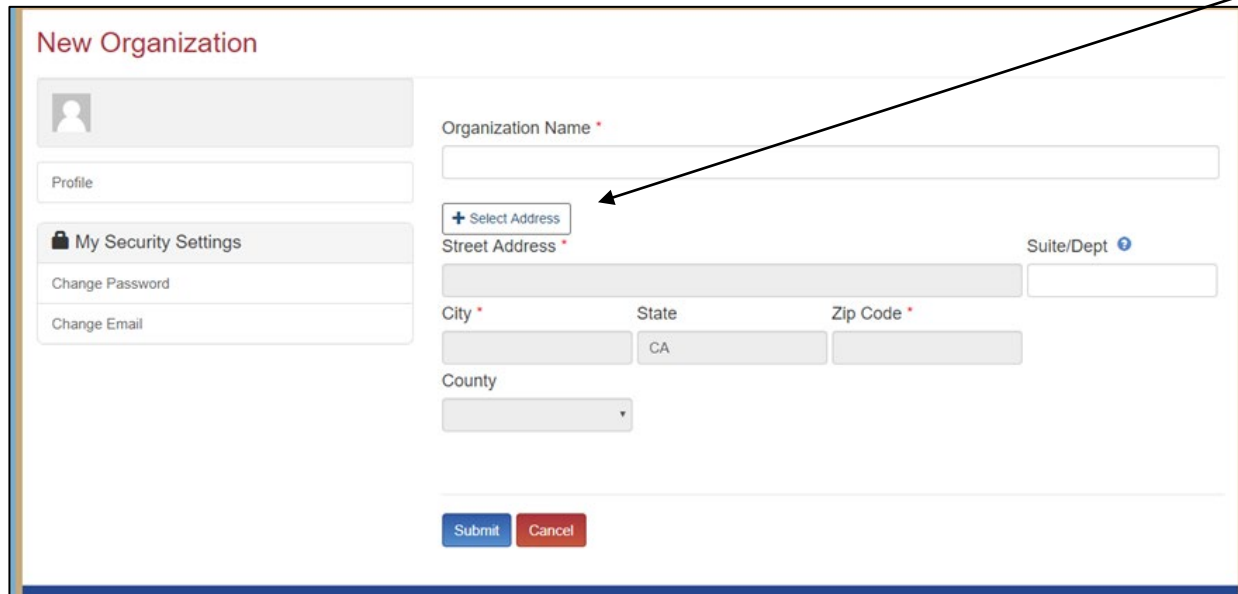
# Setting up Your Profile



The screenshot shows a web interface for setting up a profile. On the left is a sidebar with a 'Profile' button and 'My Security Settings' (Change Password, Change Email). The main area has a green confirmation message: 'Your email has been confirmed successfully.' Below this, it says 'Select your user type (Choose all that are applicable):\*' with checkboxes for 'Healthcare Professional', 'Student', and 'Organization'. An arrow points to the 'Organization' checkbox. Below the checkboxes, it says 'Select an organization from the search list below. If your organization is not listed, click on the Request New Organization button to submit a request for your organization to be added to the list.' There is a search input field with a magnifying glass icon, and an arrow points to it. Below the search field is a blue button labeled 'Request New Organization', with an arrow pointing to it.

1. Check the “Organization” box to gain access to Mini-Grants application.
2. Click the magnifying glass to search for a pre-existing Organization.
3. Click “Request New Organization” to submit a new Organization for approval.
4. Once you have selected or submitted an Organization, it will populate the search field.

# Adding a New Organization

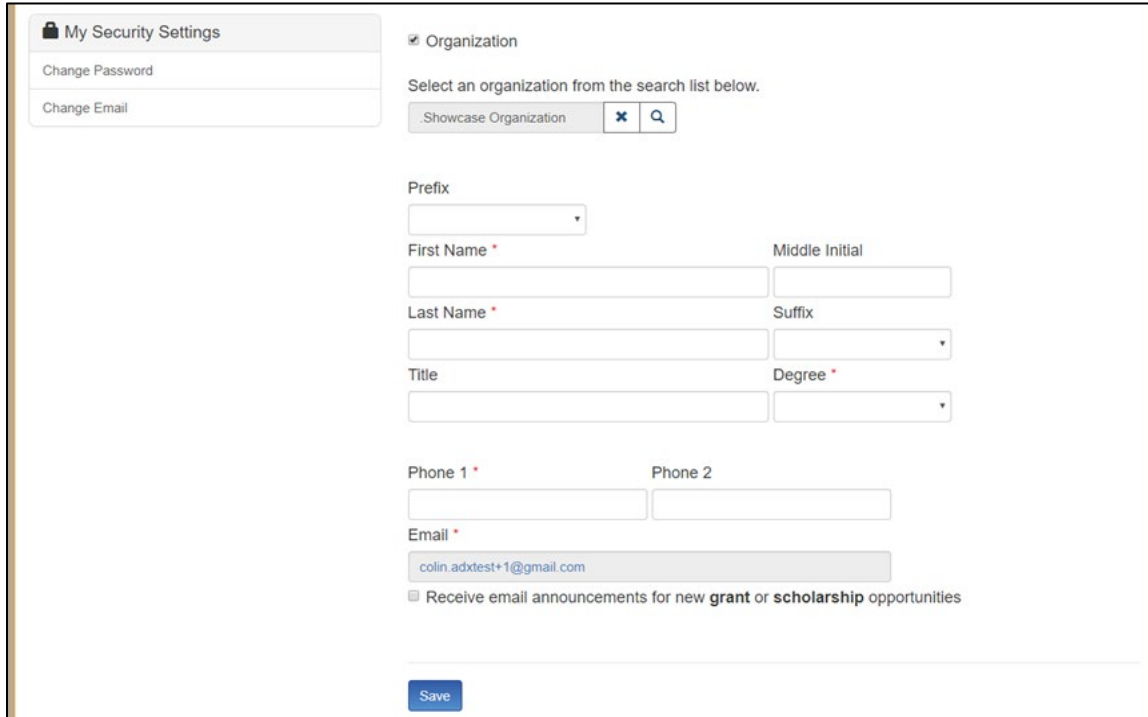


The screenshot shows a web form titled "New Organization". On the left is a sidebar with a profile icon, a "Profile" section, and a "My Security Settings" section containing "Change Password" and "Change Email" links. The main form area contains the following fields: "Organization Name" (required), a "+ Select Address" button, "Street Address" (required), "Suite/Dept" (optional), "City" (required), "State" (with "CA" selected), "Zip Code" (required), and "County" (dropdown). At the bottom are "Submit" and "Cancel" buttons. An arrow points from the first step of the list to the "+ Select Address" button.

1. Enter the new Organization Name.
2. Click the “+Select Address” button.
3. A new window opens, and you can enter and search for an address.
4. Click the confirmed address and it will auto-populate the address fields on the page.

*Note: Mini-Grants staff will review the new organization request within five business days. During this time, you may still begin an application.*

# Completing Your Profile

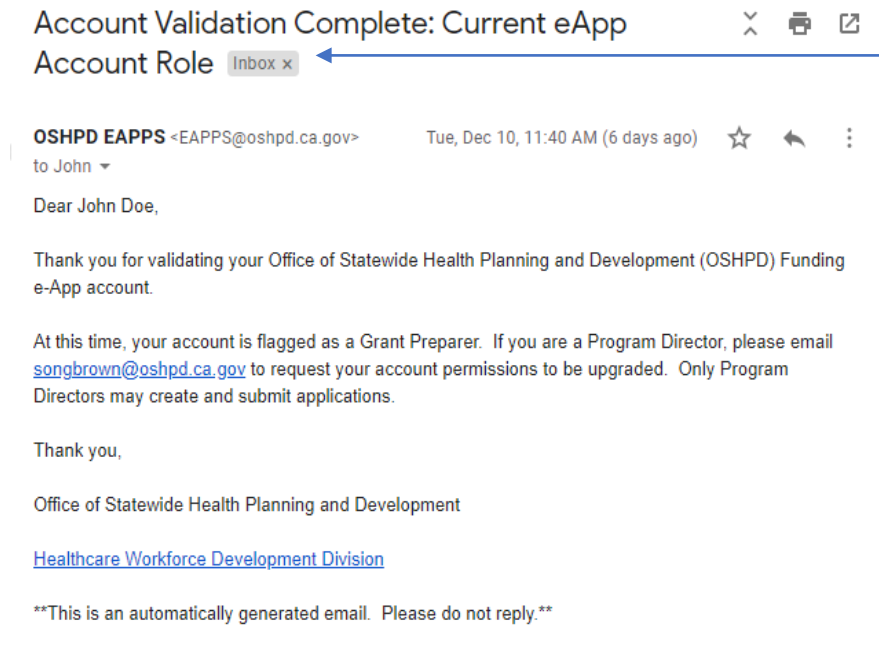


The screenshot shows a web form titled "My Security Settings" with a lock icon. On the left, there are two links: "Change Password" and "Change Email". The main section is titled "Organization" with a checked checkbox. Below it, a text prompt says "Select an organization from the search list below." followed by a search bar containing ".Showcase Organization" and search/clear buttons. The form includes several input fields: "Prefix" (dropdown), "First Name" (text, marked with a red asterisk), "Middle Initial" (text), "Last Name" (text, marked with a red asterisk), "Suffix" (dropdown), "Title" (text), "Degree" (dropdown, marked with a red asterisk), "Phone 1" (text, marked with a red asterisk), "Phone 2" (text), and "Email" (text, marked with a red asterisk, containing "colin.adxtest+1@gmail.com"). At the bottom, there is a checkbox for "Receive email announcements for new grant or scholarship opportunities" and a blue "Save" button.

1. Enter information in all required fields. Click the “Save” button when finished.
2. If there are no errors on the page, you will receive a message that your profile has been updated successfully.

*Note: Incomplete information may delay your registration.*

# Account Roles



1. All newly created accounts are assigned the “Grant Preparer” role.
2. If you are the Program Director for your training program, email [hctp@oshpd.ca.gov](mailto:hctp@oshpd.ca.gov) to request the “Program Director” role.
3. Once Mini-Grants staff approves your request, you will receive an email confirming the approval.

***Note: Program Directors may initiate, view, edit, and submit applications. Grant Preparers may only view and edit applications.***

# Assigning Other Users

CA.GOV

OSHPD Office of Statewide Health Planning and Development

John Doe - ?

Profile  
Assign Other Users  
Sign Out

Apply Here Applications - In Progress/Submitted Awards Payments/Deliverables Messages Forms

Welcome to the OSHPD Funding Portal

This site is best viewed with Google Chrome or Microsoft Internet Explorer browsers.

Applications – Open or Coming Soon

Program ↑	Release Date	Due Date	Who Can Apply
Song-Brown Family Nurse Practitioner/Physician Assistants	04/16/2019 12:00 PM	10/20/2019 12:00 AM	Organization
Song-Brown Registered Nurse Special Programs	04/16/2019 12:00 AM	08/30/2019 12:00 AM	Organization

FOR INDIVIDUALS

Apply for:

- Loan Repayments
- Scholarships

Assign Other Users

Showcase Person

Profile

Assign Other Users

My Security Settings

Change Password

Change Email

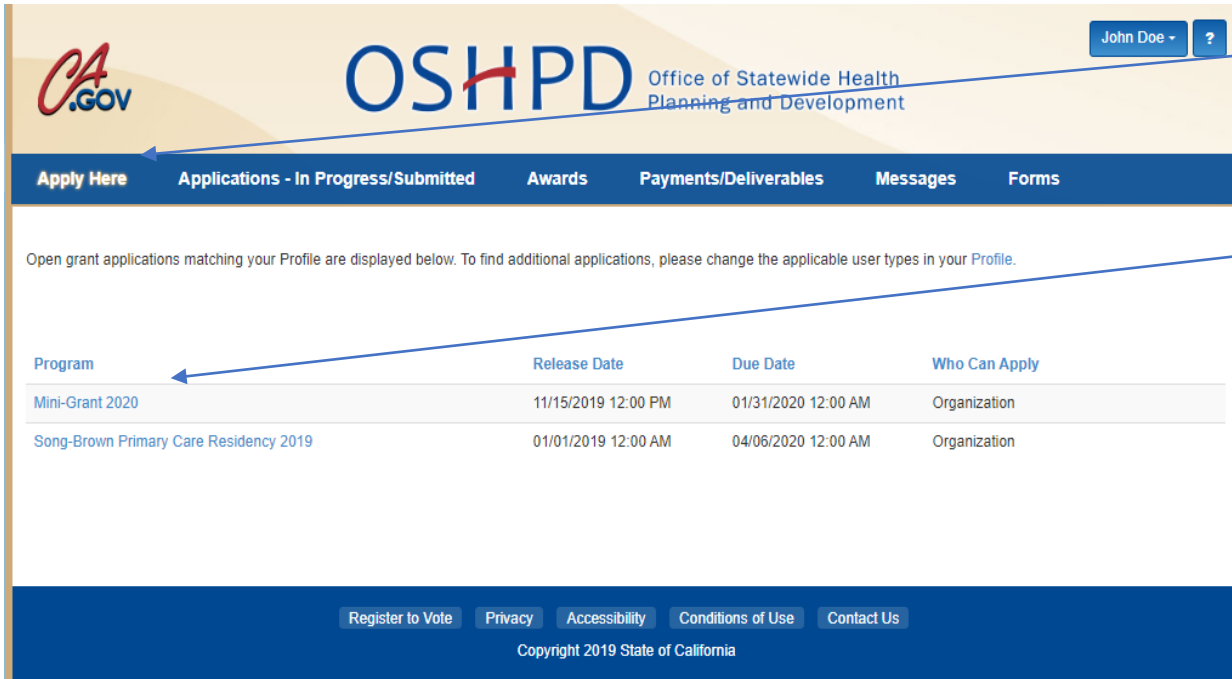
Full Name ↑ Organization Applicant Role E-mail Phone Degree

There are no records to display.

1. To access your Profile, click on your name in the top right corner of the home page.
2. Program Directors have an additional option in their Profile called “Assign Other Users”.
3. Select “Assign Other Users” to add Grant Preparers, who will only have the ability to view and edit applications.
4. Click the “Add User” button to give registered Grant Preparers access to your applications.



# Apply Here



The screenshot shows the OSHPD website interface. At the top, there is a header with the CA.GOV logo, the OSHPD logo, and the text 'Office of Statewide Health Planning and Development'. A user is logged in as 'John Doe'. Below the header is a navigation bar with the following links: 'Apply Here', 'Applications - In Progress/Submitted', 'Awards', 'Payments/Deliverables', 'Messages', and 'Forms'. The 'Apply Here' link is highlighted. Below the navigation bar, a message states: 'Open grant applications matching your Profile are displayed below. To find additional applications, please change the applicable user types in your Profile.' Below this message is a table with the following columns: 'Program', 'Release Date', 'Due Date', and 'Who Can Apply'. The table contains two rows of data: 'Mini-Grant 2020' and 'Song-Brown Primary Care Residency 2019'. At the bottom of the page, there is a footer with links for 'Register to Vote', 'Privacy', 'Accessibility', 'Conditions of Use', and 'Contact Us', and a copyright notice for 2019 State of California.

Program	Release Date	Due Date	Who Can Apply
Mini-Grant 2020	11/15/2019 12:00 PM	01/31/2020 12:00 AM	Organization
Song-Brown Primary Care Residency 2019	01/01/2019 12:00 AM	04/06/2020 12:00 AM	Organization

1. When you are logged in to our account, click on the “Apply Here” option to see available applications.
2. On the “Apply Here” menu, select the “Mini-Grants 2021” link.

# Helpful Tips

# Useful Information

## Navigating the application

Use the “Previous” and “Save & Next” buttons found at the bottom left of each page.



## Saving your application

The eApp saves your application each time you click “Save & Next”. Navigate to the “Applications-In Progress/Submitted” page to resume your application.



# Useful Information, Continued

## Asterisks

A red asterisk indicates a required response before you can proceed to the next page.

Training Program Title \*



## Tooltips

Throughout the application you may see a blue circle with a question mark at the end of a question, title, or sentence. Click on these icons for additional information.

The last name of the primary contact at the contract organization.

Contract Administrator Last Name \* ?



# Starting the Application

# Program Information

Application MG-1000516 - Mini-Grants

0%

Program Information - Page 2 of 2

Click on the **Add a Program Site** button to select the address where the program will take place. You may add multiple addresses.

☐ Address(es) unknown

Program Site\*

Street Address	County ↑	Options
1168 Emerald Bay Rd	El Dorado	▼
1427 G St	Sacramento	▼

Enter the percentage for each health career type that your program will promote. The total must equal 100 percent.

Primary Care Careers \* ⓘ

90 %

Other Health Careers \*

10 %

Please specify what other types of Health Careers.

Radiology, emergency medicine, and surgery

1. Add the address or addresses where program activities will be held by clicking the “Add a Program Site” button. You can add multiple program sites if your program will be held in more than one location.
2. If you do not know the address where your program will be held at the time you are applying, check the “Address(es) unknown” box.

*Note: Program site address is a scored criteria.*

# Program Objectives and Workplan Activities

Apply Here Applications - In Progress/Submitted Awards Payments/Deliverables Messages Forms

Application MG-1000516 - Mini-Grants

30%

Program Objectives and Work Plan Activities

Number of Activity Days \*

State specific program objectives and how they support the intent of the program. \*

Maximum limit of 1500 characters.

Program Activities (check all that apply) \*

- ☐ Tour of a Healthcare Facility
- ☐ Extended individualized mentoring (multiple interactions over weeks or months)
- ☐ Job shadowing a healthcare provider
- ☐ Tour of a college or university
- ☐ Opportunity for program participants to volunteer in healthcare field
- ☐ None of the above

Describe the program activities you will undertake to achieve the objective(s). Any activities selected above must be included in your description. \*

Maximum limit of 2500 characters.

Previous Save & Next

1. Enter the number of Activity Days. This is the number of individual days that participants will be attending a program activity.
2. Under “Program Activities,” put a check next to all that apply. In the box below, describe your program activities. You must include in your description those activities that you have checked above, as well as any other program activities that are not included in the list.

# Program Budget – Add Personnel

The screenshot displays the 'Program Budget - Page 2 of 4' interface. At the top, a navigation bar includes links: 'Apply Here', 'Applications - In Progress/Submitted', 'Awards', 'Payments/Deliverables', 'Messages', and 'Forms'. Below this, the application title 'Application MG-1000516 - Mini-Grants' is shown, followed by a 50% progress bar. The main heading is 'Program Budget - Page 2 of 4'. A table with columns 'Position Title', 'Type', and 'Compensation Requested' is present, but it contains no records. A yellow message box states 'There are no records to display.' To the right of the table is an 'Add Personnel' button. Below the table are 'Previous' and 'Save & Next' buttons. A 'Create' pop-up form is overlaid on the bottom half of the page. This form includes fields for 'Position Title\*', 'Organization\*', 'Type\*' (a dropdown menu), and 'Compensation Requested\*' (a text field with a dollar sign icon). Below these is a larger text area for 'Provide a description of their duties as they relate to the work plan activities.\*'. A 'Submit' button is at the bottom of the pop-up form. Blue arrows indicate the flow from the 'Add Personnel' button to the 'Create' form and then to the 'Submit' button.

1. If you are requesting funding for personnel, click the “Add Personnel” button.
2. A pop-up box will appear. Enter all required fields and click “Submit.” The information you entered will appear on Program Budget – Page 2 of 4.



# Contract Administration

- Your Contract Organization name must match what is reported to the Internal Revenue Service. If not, it delays your grant agreement should you receive an award.
- Your Contract Organization address must be the "Remit To" address where checks would be sent.

# Partnering Organizations

- You must upload two letters of support from partnering organizations.
- Partnerships should create and/or strengthen educational partnerships, community support, and workforce preparation efforts between entities.

# Assurances

Assurances

I certify that the statements herein are true and complete to the best of my knowledge.

☒ I Certify

You are about to submit your application. Once it has been submitted, you may not edit or delete it from the system.

[Previous](#) [Submit](#)

1. Read the statement.
2. Agree to the statement by checking the box next to it.
3. Click the “Submit” button.

*Once you submit your application you cannot make further edits.*

**Note:** *Only Program Directors will see the “Submit” button and may submit an application. The “Submit” button will not appear for Grant Preparers.*

# Viewing and Printing Your Application

Once you submit your application, click the Options dropdown on the “Application-In Progress/Submitted” page.

The screenshot displays the OSHPD (Office of Statewide Health Planning and Development) web application. The header includes the CA.GOV logo, the OSHPD logo, and the text "Office of Statewide Health Planning and Development". A user profile for "Kara Hetrick" is visible in the top right corner. The main navigation bar contains links for "Apply Here", "Applications - In Progress/Submitted", "Awards", "Payments/Deliverables", "Messages", and "Forms". The "Applications - In Progress/Submitted" section is active, showing a table of applications. The table has columns for "Grant Application Number", "Training Program", "Initiated By", "Program Type", "Status", "Program", "Application Due Date", "Modification Due Date", and "Options". A red arrow points to the "Options" dropdown menu for the application "MG-1000516".

Grant Application Number	Training Program	Initiated By	Program Type	Status	Program	Application Due Date	Modification Due Date	Options
MG-1000516		Kara Hetrick		Submitted	Mini-Grant 2019	01/31/2020 12:00 AM	06/21/2019 8:00 AM	▼

At the bottom of the page, there are links for "Register to Vote", "Privacy", "Accessibility", "Conditions of Use", and "Contact Us". The footer text reads "Copyright 2019 State of California".

# Questions?

- Email us at [HCTP@oshpd.ca.gov](mailto:HCTP@oshpd.ca.gov).
- Email subject line must include the application number and program name.