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Healthcare Workforce Development Division

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Workforce Education and Training (WET) Educational Stipend Program Fiscal Year (FY) 2018-19 Grant Guide (3rd Grant Cycle) Frequently Asked Questions

Eligibility Questions

Question 1: Are Community Based Organizations (CBOs) who are partnering with California schools to offer internship placements eligible to apply?

Answer 1: A CBO can apply for an Educational Stipend grant as long as it partners with a California school that meets the eligibility criteria specified under Section C of the Grant Guide. One entity, however, would have to be the fiscal sponsor that would enter into a grant agreement directly with OSHPD. The school itself does not have to be the applying entity as long as the educational stipend program requirements under this Grant Guide can be completed in California and an educational institution is being represented.

Question 2: Are these Educational Stipends available to individual 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 2: The WET Educational Stipends are available to graduate students who complete their field placement/internship and commit to working in the PMHS. As defined in Section A of the Sample Grant Agreement, PMHS means publicly-funded mental health program/services and entities that are administered, in whole or in part, by state or county departments. 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 if those sites meet the PMHS definition.

Question 3: Section B, Purpose and Description of Services, of the Grant Guide states that an applicant must ensure stipend recipients receive clinical supervision in the PMHS. Does this refer to the period of time of their practicum or employment?

Answer 3: There are two different components under this Grant Guide requiring stipend recipients to engage with the PMHS. The first requires some form of field training, whether it is referenced as a practicum, field training, or internship in the PMHS. There is not a specific amount of time for this component. The second requirement is a minimum 12-month service obligation working in the PMHS after graduation for full-time students that received the full stipend award amount. There is a 6-month minimum service obligation requirement after graduation for part-time students that received half of the stipend award amount. Please refer to Section C (2)(d)(iv) of the Sample Grant Agreement in the Grant Guide, for specific information on service obligation requirements.

Question 4: Are these stipends only for individuals currently still in a graduate program?

Answer 4: Yes, stipend recipients must be enrolled in a California school that trains graduate-level students in PMHNP or Clinical Psychology programs. This Grant Guide will result in a grant agreement with a California school or a consortia of California schools that will administer the educational stipend program, not with individuals.

Question 5: On Section E., Required Attachments, item 2. b.i.(6) of the Grant Guide, why are some counties excluded from the list of eligible counties?

Answer 5: This section is not in reference to eligible counties. The list refers to counties with a historical lack of representation in past educational stipend programs. All counties are eligible to have a stipend recipient complete their field placement and/or service obligation in the PMHS. At least 15 percent of stipend recipients must work in the counties identified in this section.

Question 6: Some counties listed in the proposal are unable to place students in the PMHS. They are able, however, to hire graduates. In order to serve those counties, can the state waive the PMHS field placement requirements for those counties?

Answer 6: All field placements and employment obligations must be completed in the PMHS. OSHPD will consider waiving placement requirements for those counties with a historical lack of representation in past stipend programs upon receiving written justification that they do not have a field placement or employment available.

Question 7: If there is an organization with a consortium, could they apply for the stipend program grant?

Answer 7: Yes, the Grant Guide is open to all institutions, including consortiums, that meet eligibility requirements outlined in Section C, item 1.

Question 8: Do state hospitals qualify as entities within the PMHS?

Answer 8: No. State hospitals administered under the Department of State Hospitals do not qualify for grant funding under this program.

Application Form Questions

Question 9: In Attachment 2, Educational Stipend Program Application Form, Section C. In specifying “number of hours” for Project Personnel, is providing full-time equivalent (FTE) information acceptable?

Answer 9: Providing FTE information is acceptable for the Project Personnel component of the Educational Stipend Program Application Form.

Question 10: In Attachment 2, Educational Stipend Program Application Form, Section D, item 3, it is slightly unclear about what comprises administrative vs. coordination 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 10: Applicants must use the Sample Rate Proposal Worksheet in Attachment 2, Educational Stipend Program Application Form, Section D, Item 4 of the Grant Guide. Coordination Costs can include, but are not limited to: salaries for program staff, consultant costs, or sub-contractors; and travel and incentives for placing individuals in counties with historical lack of representation in past educational stipend programs. Administrative costs can include, but are not limited to: utilities, rent, equipment, administrative service/payroll staff, etc. Therefore, these costs should not be combined; a budget template will not be provided.

Question 11: On Section E (2)(b)(i)(7), the Grant Guide mentions students in the table. Is the Grant Guide referring to stipend students or students in general?

Answer 11: The table is referring to all students, not just former stipend recipients. This enables WET to better understand the educational institution's history of placing students regardless of receiving a stipend or not.

Question 12: In reference to the Detailed Work Plan and Schedule, specifically the tables in Section E (2)(b)(i) items 7,8, & 9, would we need to give information for all the schools we will be working with or an average? Should I provide individual level data and a summary sentence or two about each one?

Answer 12: Applicants can articulate the information in a manner that they best see fit. WET recommends showing the data consistent with how the educational stipend program will be administered and reported on in the progress reports. If your organization represents many schools then include each school's information and any summary to help describe the data in aggregate.

Sample Grant Agreement Questions

Question 13: Sample Grant Agreement, section C, item 2 (e), stipulates that "Students participating in the stipend program shall complete ... select field placement in the PMHS." Does this mean that qualifying students must complete their field placement in an agency run by or contracted with a county department of behavioral health?

Answer 13: Yes, the field placement and employment obligation of any stipend recipient must be in a PMHS agency/organization. Please refer to PMHS definition in Question 1 which is consistent with the Mental Health Services Act (MHSA)

Question 14: In the Sample Grant Agreement, Section I. item 7, we plan to include language around non-discrimination in each of our subcontracts and would like to include this language in our contract with OSHPD. This language would specify some categories not singled out in the legislation reference here (sexual orientation and gender identity expression for example). Can you comment on OSHPD's position on this?

Answer 14: The non-discrimination clause provided on Section I. item 7 of the Grant Guide is the extent to which OSHPD may provide comment. This clause is consistent with the California Code of Regulations and state contracting rules.

Question 15: In the Sample Grant Agreement, Section I, item 15, can you elaborate on how the practices/standards proposed in this item differ from the current Grant Agreement practices/standards?

Answer 15: This clause clarifies OSHPD's lack of relationship with any potential sub-contractors and the ultimate responsibility of the Grantee in fulfilling the requirements of this Grant Guide. This Grant Guide requires an applicant to identify any potential sub-contractors (same as previous program cycles). The clause in this grant agreement is explicit about the relationship between OSHPD, the Grantee, and any potential sub-contractors.

Question 16: What is the meaning in the statement on the Sample Grant Agreement, Section C (2)(g), "The Service Agreement must be signed in advance of the student receiving stipend funds, and the Grantee's rights under the Service Agreement shall be assignable to Office of Statewide Health Planning and Development (OSHPD)?"

Answer 16: The reference to assigning the rights under the Service Agreement to OSHPD means that after the term of the Grant Agreement ends, OSHPD could then be assigned the rights to assume any remedies against any recipient that did not complete their service commitment.

Question 17: What is the meaning of the statement on the Sample Grant Agreement, Section C (2)(l) "Grantee(s) shall have full responsibility for coordination with those schools"?

Answer 17: This is referring to any potential sub-contractors an educational institution or consortium may have with other schools. If you are sub-contracting with many different schools, then you would have full responsibility working with each school. Since OSHPD would not have the contract with each of those schools, it would not be OSHPD's responsibility to contract with them.

Question 18: If an organization has an existing stipend grant agreement with OSHPD, would grant funds, as a result of this Grant Guide, roll into the current grant agreement? If we have a current grant agreement and we apply for this grant, would the agreements run concurrently or separately?

Answer 18: If awarded, OSHPD will consider extending the current stipend grant agreement to fund additional stipends and services provided under this Grant Guide.

Question 19: If awarded, what are OSHPD's program performance expectations given the decrease in funding compared to previous years?

Answer 19: OSHPD's expectations for program performance are described in Section B Purpose and Description of Services and Sample Grant Agreement, Attachment 7. OSHPD expects awardees to use 72.5 percent of the funding for stipends, consistent with previous cycles.

Budget Questions

Question 20: If awarded, would we be expected or required to use this funding to support stipends in 2019-20?

Answer 20: Yes. You are required to use this funding to support stipends in 2019-20. Applicants must specify amounts budgeted and number of stipends awarded in FY 2019-20 on their proposed budget. OSHPD cannot advise an applicant on what specific information or amount of grant funding to propose in its application.

Question 21: The budget in the Sample Grant Agreement shows a number of stipends proposed in years 1, however, in years 2 through 4 it shows zero. Does that have something to do with tracking students?

Answer 21: Yes, the budget plan only authorizes stipends in years 1 so that in years 2, 3, and 4 the focus can be on tracking and reporting on stipend recipients.

Question 22: In past years, a student could only receive a stipend once and then the next year would be a different group of students. Can a student receive two separate stipends?

Answer 22: A student cannot receive two separate stipends as the total award amount would exceed the maximum stipend costs of \$18,500 per PMHNP student or \$20,772 per Clinical Psychologist student under the Sample Grant Agreement, Section C (2)(d)(iv) of the Grant Guide. It is the intent of the Stipend Program to provide the maximum number of students an opportunity to participate in the program.

General Questions

Question 23: What is the difference between the “Grant Guides” and the “Request for Applications”?

Answer 23: Both the “Grant Guide” and “Request for Application (RFA)” are notices that grants are available to fund certain types of programs. The current “Educational Stipend Program Grant Guide” and previous “Educational Stipend Program RFAs” contain similar information. Both documents contain background information, purpose and description of services, eligibility requirements, available funding, grant application requirements, deliverables, application attachments, sample grant agreements, and evaluation and scoring procedures.

Question 24: How many grants does OSHPD expect to award? Is OSHPD planning on making multiple awards?

Answer 24: The total number of grants awarded will vary depending on the number of applications received, the quality of those applications, amount requested per application, and available grant funding. Per Section C. Item 2. Available Funding, of the Grant Guide, award amounts per program cannot exceed the following:

- \$506,000 for PMHNP Stipend Program
- \$460,000 for Clinical Psychologist Stipend Program

It is possible that multiple awards will occur per stipend program (PMHNP and Clinical Psychology) or that one single organization may be awarded for each category.

Question 25: Is there a minimum and/or maximum grant amount that OSHPD will award to each grantee?

Answer 25: Grant awards can vary depending on the amount requested per application and available grant funding. Although there is no minimum grant award amount, award amounts cannot exceed funding allocation per program.

Question 26: Can an applicant apply for multiple grants to provide stipends to more than one discipline?

Answer 26: Yes, an organization can apply for a separate grant under both educational stipend programs if they meet the eligibility requirements as stated in the Grant Guide, Section C. An organization must submit a separate application and attachments to be considered for grant funding under each stipend program. The applicant must identify a specific stipend program per application by checking the stipend program category box located on Attachment 2: Educational Stipend Program Application Form. OSHPD will score grant applications and award them separately under each stipend program category.

Question 27: Regarding Attachment 4, Professional References, can an organization use their current contract with OSHPD as one of the references?

Answer 27: No, OSHPD will not provide a reference in response to this Grant Guide. OSHPD recommends using a third party reference as a part of your submission of an application. This does not prohibit an applicant from using its experience to inform how the application is prepared.