

**CMSP Building the Healthcare Workforce Grant (BHW)  
Request for Proposals**

**Coalition Planning Grant  
Frequently Asked Questions**

**Updated March 18<sup>th</sup>, 2025**

**Applicant Eligibility**

**1. Who may apply for this grant?**

Eligible applicants include:

- Hospitals in CMSP counties;
- Community Health Centers in CMSP counties, including FQHCs;
- Tribal Health Organizations in CMSP counties;
- Nonprofit health and behavioral health organizations focused on healthcare workforce development in a CMSP county;
- County department or agency directly providing or contracting for the delivery of health, public health, and behavioral health services in a CMSP county;
- CMSP county workforce development boards; and,
- Public educational institutions providing health provider education and training, including community colleges, universities, medical schools, physician assistant schools, nursing schools and dental schools.

**2. Is partnership required under this grant or can an organization apply individually without any partner?**

Coalition Planning grant applicants must demonstrate the involvement of representatives from all the following organizations: at least one local hospital; at least one community health center; at least one public educational institution from those identified above; and at least one county agency (Health and Human Services, Health/Public Health, or Behavioral Health); and a representative of the County's Workforce Development Board.

**3. Is a Federally Qualified Health Center (FQHC) eligible to apply for grant funding?**

FQHCs are eligible to apply if they are physically located in a CMSP county or serve CMSP county residents.

## **Budget & Expenditures**

**4. Are there any budget limitations on subcontracts and how much of the grant funds can go to the subcontracts?**

There is no specific limit on the amount of grant funds that are dedicated to subcontracts. All subcontracts will be reviewed for reasonableness within the context of the overall proposal.

**5. How will award payments be made during the project period?**

Unless otherwise determined by the Governing Board, payout will come in the form of 40% of total award upon project inception, 50% upon approval of mid-project reports, and 10% upon approval of final project reports.

**6. Can personnel time be used as the in-kind match for the Coalition Planning track?**

Yes, personnel time of the lead applicant agency may be used as in-kind match.

**7. Can in-kind contributions reduce cash match?**

Coalition Planning grantees must contribute matching funds in the amount of no less than 15% of the Coalition Planning grant amount. Matching funds may be contributed as hard dollar match, in-kind, or a combination thereof.

**8. Can benefits, holidays and PTO for project staff be covered by Grant funding?**

Yes, fringe benefits of project staff may be grant funded. Explanation of expenses for each employee should be detailed in the Narrative tab on the Budget template.

## **Proposal & Scoring**

**9. What is the required minimum score for award?**

Currently, it is difficult to project a required minimum score for award selection. Insofar as this is a competitive grant application, the top ranked proposals will be given priority consideration.

**10. Should proposal documents be submitted as one attachment or separately?**

Documents should be sent as separate attachments contained within one email and sent to [grants@cmspcounties.org](mailto:grants@cmspcounties.org). Assemble the application in the order and within the page number limits listed within the Proposal Format & Requirements section of the RFP. Clearly paginate each *applicant created* document.

**11. Are lead agencies only able to submit one grant proposal?**

A lead agency may submit more than one proposal. Insofar as this is a competitive grant program, all submitted proposals will be competing for the funding available.

**12. Will more than one grant be awarded per county or is CMSP anticipating just one per county?**

Insofar as this is a competitive grant program, all proposals will be scored and those proposals with the highest overall scores will be considered for funding, irrespective of county. There is nothing to prohibit more than one grant being awarded to a single county or to a single applicant.

**13. To receive full points under the "partners" category, what is the ideal number of letters or number of partner types?**

Participation and support shall be demonstrated by Letters of Commitment and Participation from each organization and shall describe the role each organization will play in project implementation. CMSP understands that some partners may play larger roles and some may play smaller roles. All the following organizations are expected to show participation in the Coalition Planning project:

- At least one local hospital;
- At least one community health center or rural health clinic;
- At least one public educational institution of higher learning, including community colleges and universities, and medical schools, physician assistant schools, nursing schools, and dental schools;
- At least one county agency (Health and Human Services, Health/Public Health, or Behavioral Health), from each county to be served by the plan; and,
- The County Workforce Development Board, from each county to be served by the plan.

For each county engaged in a multi-county effort, a letter of participation and support is expected for each of those designated organizations.

**14. Is a letter of commitment and participation required from each of those listed entities or just one of them?**

A letter is required from each of the five designated parties listed above.

**15. Would CMSP please clarify which letters are required PER COUNTY and which are for the overall proposal?**

Letters of commitment and participation are required from each of the five designated parties listed above for each county that participates in the overall proposal.

**16.If we are applying for multiple counties, should the letters of commitment come from all agencies in each county or is one letter from each agency type acceptable?**

Letters of commitment and participation are required from each of the five designated parties listed above for each county that participates in the overall proposal.

**17.If the applicant has a central office that is not located within one of the CMSP counties that they will focus on in the application, should they include an explanation about this in the application?**

Yes. If an eligible agency is in a county adjacent to a CMSP county and will serve as a lead agency for the CMSP county, this needs to be explained. The explanation should include why the agency is best suited to lead the project and how the project will impact the CMSP county it intends to serve. These explanations are best placed in the Project Summary, Project Narrative or both.

**18.If we are the only local hospital in our county, how would we meet the local hospital letter of support requirement?**

If the hospital is the lead applicant, the hospital's participation would qualify as meeting the "at least one" hospital commitment/support requirement. If the hospital is not the lead applicant, the hospital could demonstrate participation through its letter of commitment and participation. A second hospital is not needed.

**19.Our county wants to adopt a multi-county approach, but we don't have an educational institution in-county, so it's impossible to get a letter from a higher education institution in our county. We would have to partner with an institution in a nearby county. Are we disqualified because of that?**

No. A CMSP county that does not have a higher educational institution may seek the participation of a higher education institution in an adjacent county. In the description of partnering organizations, the applicant should state that the higher education partner was selected for this reason. In a multi-county application, conceivably the participating higher educational institution could be in one of the participating counties.

**20.If a partner will serve across multiple counties on a multi-county project, may one Letter of Commitment suffice?**

One Letter of Commitment will suffice for multiple counties if the partnering organization confirms in the letter that they will serve across multiple counties for the proposed project.

**21.If an applicant is not awarded, will they be given the opportunity to seek proposal feedback?**

Yes, proposal feedback will be provided to interested applicants.

**22.How do applicants locate their county workforce development board?**

Applicants are responsible for locating their respective county workforce development board(s). The California Workforce Development Board website provides contact information for California's 45 local Workforce Development Boards [here](#). Please note that some boards span multiple counties.

**23.Is there a word limitation on the Narrative?**

There is no word limitation on the Narrative; however, there is a page limitation of 8-pages. Additionally, the Application Instructions section of the RFP specifies that font must be Arial, size 12- point and text must appear on a single side of a page only.

**24.County counsel needs additional time to review proposal documents before the applicant director is allowed to sign the proposal signature page. May applicants submit an unsigned proposal and submit the signature page later?**

The deadline to submit complete and signed proposals is April 1, 2025, by 3PM PST. Proposals should be submitted, in one email, to [grants@cmspcounties.org](mailto:grants@cmspcounties.org).

**RFP and Project Questions**

**25.Does the coalition for the proposed grant have to be a brand-new collaboration or can we build upon an existing program?**

The Coalition Planning grant proposal may be developed by an existing coalition or a newly created coalition. In either instance, partners must meet the requirements specified in the RFP. The proposal may build upon an existing coalition program but must demonstrate why new grant funds are needed and how they will assist the coalition in identifying and/or addressing a need that has, to date, not been met.

**26.Are all projects expected to be in CMSP counties exclusively?**

In consideration of the dynamics of education and workforce training, CMSP understands one or more components of a workforce development strategy may take participants out of the CMSP county for specified education or training. All projects are expected to target the workforces of CMSP counties and focus on building and/or sustaining the workforces of CMSP counties.

**27. What are the financial and programmatic reporting requirements?**

Programmatically, in their proposals, applicants are expected to describe the key elements of the proposed project, including the identified healthcare provider needs to be addressed, the locations where this need is demonstrated, the professions to be targeted, the project's objectives and approach, the measures of success, and the data that will be collected and utilized to demonstrate achievement of outcomes. Financially, applicants are expected to present a budget which addresses all components of the proposal and provides detail, as required by the budget template, of the proposed costs.

Programmatic reporting will focus on the development of a proposed plan for a future Initiative grant. Financial reporting will focus on budgeted to actual expenditure for the reporting period and grant funds received and expended.

Applicants who are selected for award will receive full reporting requirements in the Grant Agreement.

**28. Would CMSP please share the definition of a “provider” under the Building the Healthcare Workforce grant program? Are nurses included or is it only physicians?**

Providers may include physicians, physician assistants, nurses, licensed behavioral health providers, dentists, a wide variety of allied health providers as defined by the CMSP Allied Health Loan Repayment Program (site link [here](#)), Community Health Workers and Behavioral Health Peer Support Specialists.

**29. Must we partner with a public educational institution, or may it be private?**

While it is preferred that a partnering educational institution be a public institution, an applicant may involve a private educational institution if the applicant can make a compelling argument that the attributes of that partnering institution are critical to achieving the goals of the proposed project. For example, a partnering private health professions program in or adjacent to the CMSP may be the only option, or alternatively, the best available option for addressing the identified workforce needs to be addressed by the project.

**30. If awarded, is the project start date flexible?**

CMSP intends for awarded projects to begin July 1, 2025. Awarded applicants should plan to commence activities on that date. Applicants who are not ready to begin project activities on July 1, 2025, should apply to future Building the Healthcare Workforce funding rounds.