



MEMORANDUM

DATE: March 22, 2022

TO: All Applicants and Potential Applicants for the California Medicine Scholars Program Request for Applications (RFA) to become a Regional Hub of Healthcare Opportunity

FROM: Rowena A. Robles, Executive Director, California Medicine Coalition

RE: Amendment to the California Medicine Scholars Program RFA

The enclosed Amendment has been made to the California Medicine Scholars Program RFA. The summary of changes includes changing the term “medical residents” and “residents” to “CMSP students”. Additionally, any reference to “medical school” or “residency” has been changed to the “CMSP program”, “CMSP activities”, and/or “CMSP related”. Lastly, “pre-med” has been added to any reference to education or educational related activities.

If there are any questions, please contact me at: rrobles@california-medicine.org

EXHIBIT G

Allowable Costs Guidelines

California Medicine Scholars Program (CMSP) Grant Funds

California Medicine Scholars Program (CMSP) grant award funds may be used exclusively to support costs directly associated with supporting students and student services associated with the CMSP. Awardees of the California Medicine Scholars Program may be subject to examination and/or audit by the California Medicine Coalition Central Office and/or the California State Auditor (CSA) for a period of three years after receipt of Final Fiscal and/or Progress Reports.

Per the contract, awardees shall maintain receipts, records, and other documentation substantiating the use of all grant funds for a period of three years after receipt of Final Fiscal and/or Progress Reports, which shall be promptly produced upon the request of the California Medicine Coalition Central Office and/or the CSA. Any examination and/or audit will be confined to those matters connected with the performance of the award, as defined, and determined by the Central Office and/or the CSA. The determination of which costs are directly associated with supporting students and student services associated with the CMSP is subject to change; awardees will be notified of any such changes.

Allowable Costs

The following costs constitute expenses that may be paid by a California Medicine Scholars Program (CMSP) grant:

Contractual and Consultant Costs purchasing goods and/or procuring services performed by an individual or organization other than the Awardee in the form of a procurement relationship. Procurement of services must be in direct support of the CMSP. Procured services must be in accordance with the organization's established procurement policy.

Faculty and Staff Development costs associated with faculty and staff development designed to enhance skills used to support and/or facilitate student success and/or program implementation and maintenance. This may include travel for CMSP related conferences and conference registration fees.

Information Technology (IT) Systems education training software costs that relate to the direct advancement of CMSP students' education. Examples include education modules, E-learning development software, lab training, and other related education

Meals are included so long as the cost are reasonable and can be justified as maintaining the continuity of CMSP students' education, related extracurricular activities, internships, research and work experiences, and preparation for application to and attendance of medical school. Meals consumed during conference travel are considered per diem expenses and should be reimbursed in accordance with the organization's established written travel policies or the General Services Administration fees (GSA).

https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems_report&state=CA&fiscal_year=2020&zip=&city=

Medical Equipment Education - equipment used solely to enhance the advancement of CMSP pre-medical and medical education. Funds may be used for simulation equipment and any other equipment that is required for training and education. The costs associated with medical equipment constitute allowable expenses of up to 5% maximum of the total CMSP grant amount. A justification and appropriate documentation that equipment is required for CMSP students must be provided upon request.

Memberships, Subscriptions, and Professional Activity Costs - fees for student or other CMSP-affiliated personnel in an RHHO in professional or technical organizations/associations. Subscriptions to professional and technical periodicals are also permitted.

Salaries, Benefits and Wages funds used to support CMSP/RHHO personnel, including stipends and employee benefits. Funds used to support administrators, advisors, and other personnel to the extent they work directly on CMSP related activities and responsibilities and/or with CMSP students. For example, student advisors that spend 50% of their dedicated time on CMSP activities and advising CMSP students may have 50% of their salary and/or employee benefits supported by grant funds. Funds may be used to support administrative personnel that directly work within/manage the RHHO. Administrative costs must detail the number of full-time employees (FTE), role, and tasks in budget reporting. Documentation of the use of these funds must be made available promptly upon request and must show direct benefit to the CMSP program.

Training and Education Costs textbooks, software strictly used for CMSP students' educational benefit, and other training education material.

Travel and Conferences- travel to conferences, presentations, professional development and training. Expenses claimed for travel costs must be in accordance with per diem rates established by the U.S. General Services Administration (GSA). For more information visit the following site: <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>. This also includes registration fees for conferences. A conference is defined as a meeting, retreat, seminar, symposium, workshop, or event whose primary purpose aligns with the CMSP program.

Overhead Costs

The following costs constitute allowable overhead expenses of up to 10% of the total CMSP grant amount:

Administrative costs include expenditures for general items that support the operational needs of the program such as printing, telephone, office supplies and other general administrative expenses that are necessary to directly support the needs of the residency program. The grant may not be used to support administrative costs incurred by the sponsoring institution.

Unallowable Costs

The following costs constitute expenses that may NOT be paid by the CMSP grant:

Alcoholic Beverages a liquor that contains ethanol and has the potential to intoxicate drinkers, and it can be burned as fuel. Liquor, wine, and beer are examples of alcoholic beverages.

Construction, Renovation, and Land or Building Acquisition. Acquiring buildings, facilities, or land or to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations of an existing building or facility (including site grading and improvement, and architecture fees). Building means any permanent structure that is designed or intended for support, enclosure, shelter, or protection of a person, animals, or property having a permanent roof that is supported by columns or walls.

Contributions and Donations including cash, property, and services, from the awardee to other entities.

Entertainment amusement, diversion, and social activities and any costs directly associated therewith (such as bands, orchestras, dance groups, tickets to shows, meals, lodging, rentals, transportation, and gratuities).

Fines, Penalties, Damages, and Other Settlements costs resulting from violations of, alleged violations of, or failure to comply with, federal, state, tribal, local, or foreign laws and regulations.

Fundraising organized fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions, regardless of the purpose for which the funds will be used. This includes the salaries of personnel involved in activities to raise capital.

Information Technology (IT) Systems IT personnel or IT services, or for costs associated with the use of electronic health records. This includes firmware and hardware.

Lobbying and Political Activity attempts to influence the outcomes of any federal, state, or local election, referendum, initiative, or similar procedure, through in kind or cash contributions, endorsements, publicity, or similar activities.

Medical Equipment acquisition costs of general-purpose equipment not used for CMSP student education purposes.

Organization Costs For costs such as incorporation fees, brokers' fees, fees to promoters, organizers or management consultants, attorneys, accountants, or investment counselors.

Pre-Award Costs any pre-award costs incurred prior to the execution date of the CMSP grant award agreement.

Salaries and Wages salaries, wages, and fringe benefits for project staff that devote

time and effort that does not directly correlate with the advancement of the California Medicine Scholars Program. Any costs that cannot be specifically identified and easily and accurately traced to activities that solely align with the CMSP program. For example, events, meetings, programs, conventions, symposia, and seminars.

Travel to states that authorize discrimination or repeal existing laws prohibiting discrimination based on sexual orientation, gender identity, and gender expression or any other travel that would violate the restrictions of Assembly Bill No. 1887. (An up-to-date list of all banned travel can be found <https://oag.ca.gov/ab1887>) Grantees must comply with this rule for any/all grant-related travel using state funds.

