Chancellor's Office, California Community Colleges

Division of Workforce and Economic Development

Request for Applications

Instructions, Specifications, and Terms & Conditions

Programs

Nursing Education Program

RFA Specification Numbers

16-199   Enrollment Growth for Associate Degree Nursing Program

16-200   Assessment, Remediation and Retention for
Associate Degree Nursing Program

Program Year

2016-2017

Funding Source

Nursing Education Program

RFA Release Date: February 4, 2016

Letter of Intent to Apply Deadline

Letters of Intent to Apply must be received electronically to the Chancellor's Office by **5:00 p.m.** on Tuesday**, February 16, 2016** to **Nursingapps@cccco.edu**

Application Deadline

Applications must be received electronically to the Chancellor's Office by **5:00 p.m.** on **Friday, April 8, 2016** to **Nursingapps@cccco.edu,** with the subject line reading: **NursingRFA2016-17/College Name**

Questions

Written questions concerning the specifications in this Request for Application must be submitted by e-mail to Brenda Fong (bfong@cccco.edu) or Cynthia McFarland (cmcfarla@cccco.edu)

RFA Webinar: Friday, February 19, 2016, 10:00 – 11:00 a.m.

Table of Contents

This section MUST be followed in developing the applications and implementing the projects.

Page

Appendix A
    Grant Agreement
        Article I: Program-Specific Legal Terms and Conditions
        Article II: Standard Legal Terms and Conditions
Appendix B
    Budget Forms/Work plan (Excel)
Other Required Forms
    Letter of Intent to Apply (Due by **5:00 p.m**., Tuesday, **February 16, 2016**)
    Statements of Assurances (*Fill-in-Word-Protected*)

Chancellor's Office, California Community Colleges

RFA Instructions

A.   Introduction

This document contains general instructions, procedures, formats, and timelines for submitting project applications to the Chancellor's Office of the California Community Colleges.

Applications must be submitted using the format and sequence described in these Instructions and address the Request for Applications (RFA) Specification for the project for which funding is sought.

B.   Program Overview

The intent of these funds is to respond to the nursing shortage by increasing the capacity of community college nursing programs and, ultimately, increasing the number of licensed nurses. The funds allocated to colleges because of this program will provide the opportunity for Associate Degree Nursing (ADN) Programs to expand and/or maintain prior expansion of the number of students enrolled in their programs for a two-year period (pending availability of funds for the second fiscal year) and to provide funds to assist students to succeed.

The Request for Application Specifications describes the requirements for this project.

C.   Categories for Which Funding is Available

RFA Specification Number	RFA Specification Title
16-199	Enrollment Growth for Associate Degree Nursing Program
16-200	Assessment, Remediation and Retention for Associate Degree Nursing Program

The purpose of these grants is to:

1.   Increase enrollment capacity in ADN-RN programs;

2.   Determine, through diagnostic assessment, those students who are ready to enter the nursing program and who are most likely to succeed;

3.   Provide pre-entry preparation for students who do not achieve the diagnostic assessment cut score;

4.   Provide support to students enrolled in the nursing program to increase the program retention and completion rate to 85 percent or more; and

5. Increase the number of students who complete the college program and pass the national licensure exam.

Detailed information can be found in the RFA Specification.

D.   Eligibility

Only California Community College districts with Associate Degree Nursing programs are eligible to apply.

E.   Performance Period

July 1, 2016 through June 30, 2017

F.   RFA Clarification

If any ambiguity, conflict, discrepancy, omission, or other error in this RFA is discovered, immediately notify the Chancellor's Office of the error and request a written modification or clarification of the document. A clarifying addendum will be given to all parties who have obtained the RFA, without divulging the source of the request. Insofar as practical, the Chancellor's Office will give such notice to other interested parties, but shall not be responsible for failure to do so.

The contact person for these Instructions and/or RFA Specifications is:

  Brenda Fong via e-mail at bfong@cccco.edu

G.   RFA Webinar

A Nursing Program RFA Webinar will be held for this RFA. The webinar will be held at the Chancellor's Office on the date and time posted on the cover of this RFA. The Chancellor's Office requests that potential applicants register for this Webinar at **www.cccconfer.org**. Failure to attend the RFA Webinar will not preclude the submission of an application.

H.   Application Format and Instructions

Note: The Chancellor's Office will provide funding amount after submission of Intent To Apply.

An Excel Budget workbook (Appendix B) has been developed which contains a Contact Page, Workplan, Application Budget Summary, and an Application Budget Detail Sheet. An Excel Supplemental Budget form is included in this RFA, but is not part of the Excel Budget workbook. This workbook must be used when submitting an application and has been designed in order to save the applicant time in filling out redundant information and contains formulas that will also prevent errors in allocation amount, indirect costs, etc. Narrative sections such as the cover letter, need, response to need, the management section and Letter of Intent to Apply are not part of this workbook.

The following instructions prescribe the format and order for the development and presentation of the application (for both the Excel workbook and the narrative sections of the application). In order to prevent disqualification, the application format instructions must be followed, the application must follow the order prescribed below, all questions must be answered, and all requested data must be supplied. Applicants are expected to follow these instructions while using the RFA Specification and the forms and templates provided in the appendices.

The Chancellor's Office may require the applicant to make adjustments in the budget, workplan, or other aspects of the application prior to funding the grant.

1. **Face Sheet**

    NOTE: The completed application will be submitted electronically; therefore, no face sheet will be required. If an application is funded, an appropriate face sheet with instructions will be sent out for completion.

2. **Contact Page**

    An Excel workbook (Appendix B) contains the Contact Page and budget forms. The first tab "Do First" of the workbook requires the applicant to fill in the following information first:

    - District – Select the Community College District that is applying (click twice in the district text box to make the selection within the drop down menu).

    - College - If a college within the district is housing the project director, then select the applicable college.

    After filling in the "Do First" tab, the district and college names will auto fill to the appropriate forms. The contact page tab must be filled in second. After filling in the contact page, both the Project Director and the District Chief Business Officer's name and title will auto fill within the Application Budget Summary form. These auto fill features prevent incorrect and/or inconsistent information within the application.

3. **Table of Contents**

    The Table of Contents shall be on a separate page, with each component of the application listed and page numbers indicated.

4. **Need**

    Concisely describe the need for the project and how it addresses the scope listed in the related RFA Specification. In addition, include the following:

    a. Scope of problem being addressed: local, regional, and/or statewide;

    b. Reference source(s) for substantiation of need statement.

5.   Response to Need

Review the "Response" section of the RFA Specification to determine what issues need to be addressed.

A clear response will, at a minimum:

- Describe proposed methodologies and solutions that will address the identified need.

6.   Workplan

The Workplan is part of the application budget forms.

a.   Objectives

The RFA Specification has identified minimum required objectives. The applicant should add objectives, if necessary, to cover the colleges' individual needs.

b.   Procedures/Activities

The procedures/activities listed in the RFA Specification and Workplan are required. Additional procedures/activities should be added if necessary.

7.   Project Management

See the RFA Specifications for a complete description of management plan requirements.

8.   Application Budget Summary/Application Budget Detail Sheet

This RFA awards annual funding. Grant renewal may be considered if Fiscal Year 2017-2018 funding becomes available.

a.   Completion of Application Budget Detail Sheet/ Application Budget Summary and Equipment Budget Form

The purpose of the Budget is to indicate whether the project is well planned and reasonable in scope.

Application Budget Detail Sheet: The application budget detail sheet is required within the application and must be filled in before the application budget summary as it auto fills and adds the application budget summary.

The application budget detail sheet is found within an Excel workbook in Appendix B. The budget detail sheet is filled in after completing the "Do First" and "Contact Sheet" tabs within the workbook. These two tabs will

Autofill the applicable sections of the application budget detail sheet and application budget summary (preventing errors). The application budget detail sheet must include the cost of each budget classification requested indicating specific rates and amounts. It is expected that this breakdown will be highly detailed.

Application Budget Summary: After completing the application budget detail sheet, the application budget summary within the Excel workbook will be fully filled in via the auto fill features. The application budget summary is to be signed by the Project Director and the District Chief Business Officer/Designee (if chosen for funding 6 originals in an ink color other than black will be requested in hard copy).

Equipment Purchases using the Equipment Budget Form

It is the intent of this funding to design and implement long-term effectiveness and sustainability. Therefore, any equipment budgeted will be closely scrutinized to determine purchases meet the intent of the funding and show long-term sustainability.

b.   Indirect Administrative Costs

Program funds are for direct services to the project only and are intended to supplement, not supplant existing programs.

The indirect administrative costs (overhead) for the fiscal agent cannot exceed four percent (4%) of the total grant (line 8 of the application budget summary). The application budget detail sheet and application budget summary within the Excel workbook (Appendix B) will show an error message if more than 4% of line 8 is requested.

c.   Travel

For Travel (Object 5000), district travel and reimbursement policies apply. Only travel necessary for the project is allowed. List travel purpose and estimated cost. Out-of-state travel will be closely scrutinized and requires completion of the Out-of-State Travel Request form – Click here to view the Out-of-State Travel Request form

In addition, out-of-state travel must be disclosed on the application budget detail sheet. After the application has been fully executed, any out-of-state travel requires prior approval of the Project Monitor at least 14 days in advance, by sending in the above-mentioned form for approval. The state reserves the right to limit out-of-state travel. Out-of-country travel is not an allowable expenditure.

9. **Dissemination**

Describe how the project director will distribute grant materials or products to all partner individuals and organizations. This narrative must not exceed one page. Project staff is encouraged to disseminate their findings and work products through State and regional venues.

10. Statements of Assurances

Review and have appropriate parties sign the Statements of Assurances form.

11. Application Procedures

a. The application must be received in a single PDF document in the order specified. It is therefore anticipated the applicant will print out all sections of the application, get the required original signatures and copy and/or scan that completed application into a single PDF document (using the correct order) that will be attached to an e-mail and submitted electronically.

Assemble a single complete electronic copy of the application in PDF format and make sure all the following required signatures are received:

1) The cover letter must be signed by the district's Chief Executive Officer or authorized designee

2) Application Budget Summary must be signed by the district's Chief Business Officer (or authorized designee) and the Project Director

Applications must be submitted electronically in a single PDF file to the Chancellor's Office by **5:00 p.m.** on **Friday, April 8, 2016** to **Nursingapps@cccco.edu** with the subject line reading: **NursingRFA2016-17/College Name.** No separate e-mails with pieces of applications will be accepted. The single PDF file of the application must be e-mailed. Applications e-mailed to any address other than listed above will not be accepted. No phone calls will be accepted.

Submit substantive questions in writing or via e-mail to: Brenda Fong (bfong@cccco.edu) or Cynthia McFarland (cmcfarla@cccco.edu)

The maximum size for all attachments sent within an individual e-mail to the Chancellor's Office is 10MB. The Chancellor's Office suggests that applicants check to see what their servers allow for attachments when sending documents.

I. Rejection of Application

The Chancellor's Office reserves the right to reject any and all applications received.

A grant application shall be rejected if:

1. It is not received at the Chancellor's Office via electronic submittal later than **5:00 p.m**. on **Friday, April 8, 2016** or sent to the wrong e-mail address.

2. The RFA Specification Number is not correct on all the documents.

3. It does not include all required application documents submitted in a single e-mail.

    a. A cover letter signed by the CEO or designee of the Community College District
    b. Contact Page
    c. Need
    d. Response to Need
    e. Work plan
    f. Application Budget Summary
    (Project Director's signature)
    (Chief Business Officer's/Designee's signature)
    g. Application Budget Detail Sheet

J. Calendar of Key/Reporting Dates
Key Dates

Thursday, February 4, 2016	RFA Released
Tuesday, February 16, 2016	Letter of Intent to Apply
Friday, February 19, 2016	RFA Webinar
Friday, April 8, 2016	Deadline for Submitting Application
July 1, 2016	Grant Commencement
June 30, 2017	Grant End Date

Reporting Dates (Fiscal Year 2016-2017)

October 31, 2016	1st Quarter Year-to-Date Expenditure and Progress Report due
January 31, 2017	2nd Quarter Year-to-Date Expenditure and Progress Report due
April 30, 2017	3rd Quarter Year-to-Date Expenditure and Progress Report due
July 31, 2017	4th Quarter Year-to-Date Expenditure and Progress Report due
August 31, 2017	Final Claim of Expenditures and Final Report

(**Note**: When the reporting deadline falls on a weekend or holiday, all reports are due by close of business on the last working day prior to the reporting deadline.)

Chancellor's Office, California Community Colleges

RFA Specification for New Grant Award

RFA Specification No.:	**16-199**
RFA Title:	Enrollment Growth and Retention Program – Associate Degree Nursing/RN Programs
Funding Source:	Nursing Education Program
Funding Performance Period:	July 1, 2016 through June 30, 2017
Total Funds Available:	$8.4 million for expansion
Award Amount:	Allocations will be based on a calculation of $5,700 annually for each additional enrollment 'slot' created above Fiscal Year 2016-17 capacity, or each additional slot maintained above baseline capacity.

(Baseline capacity is defined as the number of slots ordinarily funded with FTES apportionment, excluding additional slots funded by grants or other resources.)

In addition, approximately $32,687 to $50,000 will be available for the implementation of the assessment, remediation, and retention programs.

A Letter of Intent to Apply must be submitted electronically by Tuesday**, February 16, 2016** to **Nursingapps@cccco.edu**

The grant application must be submitted electronically in a single PDF via e-mail to the Chancellor's Office by **5:00 p.m**. on **Friday, April 8, 2016,** with the subject line reading: **NursingRFA2016-17/College Name.**

BACKGROUND

Education Code section 78261 (SB 139, Scott), enacted in 2007, provided funds authorized by the State of California for the California Community Colleges Nursing Enrollment Growth and Retention Program. The intent of the legislation was to facilitate both the expansion of associate degree nursing programs and to improve completion rates in those programs. These grants provide funds to local community college Associate Degree Nursing (ADN) programs to assist in the development of activities addressing the nursing shortage by increasing the capacity of the college's nursing program to enroll additional students and by increasing the number of students who graduate and pass the National Council Licensure Exam (NCLEX). These funds may only be used to augment existing community college nursing program capacity/student cohorts and funding received through the Full-Time Equivalent Student apportionment process.

This Request for Application (RFA) Specification is concerned with the expansion of nursing program enrollments and support for pre-nursing and nursing students.

RFA Specification Numbers:
    16-199 (Enrollment Growth for Associate Degree Nursing Program)
    16-200 (Assessment, Remediation and Retention for Associate Degree Nursing Program)   — Page 9

This RFA Specification describes the requirements for grants for the Enrollment Growth and Retention Program for Associate Degree Nursing (ADN) – Registered Nurse (RN) Programs. A Letter of Intent to Apply is required. Successful applicants should be ready to implement the requirements of this specification as soon as the funds are available. Colleges must assure a long-term commitment to the success of these projects.

One of the outcomes of this grant is to expand the capacity of the nursing programs to enroll an additional number of qualified students. Colleges are requested to expand or maintain prior year additional enrollment commitments.

Goal of the Projects

The goals of these projects over the grant performance period are, at a minimum, to:

1.   Increase enrollment capacity in ADN-RN programs;

2.   Determine, through diagnostic assessment, those students who are ready to enter the nursing program and who are most likely to succeed;

3.   Provide pre-entry preparation for students who do not achieve the diagnostic assessment cut score;

4.   Provide support to students enrolled in the nursing program to increase the program retention and completion rate to 85 percent or more; and

5.   Increase the number of students who complete the college program and pass the national licensure exam by a reasonable percentage.

Required Uses of the Funds

As specified in Education Code section 78261, the required uses of the funds are as follows:

    The Board of Governors of the California Community Colleges and the Chancellor of the California Community Colleges may award grants to community college districts with associate degree nursing programs to expand enrollment, reduce program attrition, or both. Funds shall be used only for the following purposes: expanding enrollment, providing diagnostic assessments, and developing and offering pre-entry coursework to prospective nursing students, and diagnostic assessments and supportive services to enrolled nursing students. For purposes of this section, supportive services include, but are not necessarily limited to: tutoring, case management, mentoring, and counseling services. Funds may also be used to develop alternative delivery models such as part-time, evening, weekend, and summer program offerings. In order to qualify for these funds, a community college associate degree nursing program shall do either of the following:
    (1) Have a program attrition rate, as determined by the Board of Registered Nursing's Annual School Report or the Information Program Data System of the

Chancellor's Office of the California Community Colleges, of 15 percent or less for the year prior to application for funding.

(2) Commit to implement a comprehensive program of diagnostic assessment, pre-nursing enrollment preparation, and program-based support to enrolled students, as defined in this article.

In completing applications for this project, applicants must use the Enrollment Growth and Retention Program -- Associate Degree Nursing/Registered Nurse Programs Request for Applications Instructions and the Terms and Conditions for 2016-2017. The Instructions contain the required elements for the applications and must be followed in developing the proposals and implementing the projects.

NEED

A.   Purpose

The Nursing Education Program, launched in April 2005, addresses California's critical need for additional skilled and qualified Registered Nurses (RNs).

According to the Bureau of Labor Statistics' Employment Projections 2010-2020 released in February 2012, the Registered Nursing workforce is the top occupation in terms of job growth through 2020. The projections further explain the need for 495,500 replacements in the nursing workforce bringing the total number of job opening for nurses due to growth and replacements to 1.2 million by 2020. The projections further explain the need for 495,500 replacements in the nursing workforce bringing the total number of job opening is for nurses due to growth and replacements to 1.2 million by 2020.[1]

B.   Completion of Need Statement

Demonstrate the need for your project. Provide brief answers to the following questions:

1.   Describe the availability of jobs for nurses in your local area. Is there a shortage or are the healthcare facilities in your area adequately staffed with registered nurses? Do the hospitals have vacancies but are not hiring new graduates?

2.   What is the capacity of your nursing program for enrolling students? In your answer, state the number of students you think you can enroll in the first semester/first year of the program and whether you are currently enrolling that number.

3.   What impact has the downturn in the economy and resultant reduction in state funding had on your program? Has your enrollment capacity decreased? The

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[1] Bureau of Labor and Statistics: **http://www.bls.gov/news.release/ecopro.t06.htm**

statement provided should include the general reduction in state funding as well as the reduction in funding provided through grants.

4. Describe faculty issues/needs that impact your nursing program.

5. Describe college support of efforts to hire additional faculty or counselors to provide support services.

6. Describe the impact, if any, that the Affordable Care Act has had on the school's nursing program related to California in general and or the school's economic region.

RESPONSE TO NEED *(Justification for Project)*

College ADN programs have the capacity to admit a certain number of students each semester/year. The funds provided for this project must be used to increase the nursing program capacity and to provide support services to improve nursing student retention and completion and success on the National Council Licensure Exam (NCLEX).

Additional student enrollments and program completion should be within the time frame of a two-year cycle. However, consideration will be given for enrolling students who will continue in the program once the grant is completed and will continue to receive from the college the educational support needed until they finish the program. Additional students must become enrolled in and be progressing toward completing the program during the performance period of the grant – July 1, 2016 through June 30, 2017.

Provide brief responses to the requested information.

1. Describe how this project will address gaps identified in the Need section above.

2. Describe the college's efforts to improve retention of students in the nursing program.

3. Describe the college's efforts to improve program completion and success on the National Council Licensure Exam.

4. For districts with attrition rates of 15% or more, new funding shall focus on attrition reduction. For districts with attrition rates below 15 percent, new funding shall focus on enrollment expansion.

OBJECTIVES/OUTCOMES

Workplan

Review the Workplan provided. The Workplan Cover page and the Workplan are protected, but allow potential applicants to fill in where required. You may add to the objectives and

activities, but may not delete those provided in the Workplan. Provide responses as indicated in the Outcomes section. Objectives and activities are to be conducted and outcomes achieved during the period of performance of the grant, **July 1, 2016 through June 30, 2017**. Sign the Workplan Coverpage and submit the Workplan with your application documents.

A.   Workplan Coverpage – Read and sign the Coverpage and submit with the application.

B.   Minimum Required Objectives, Procedures/Activities, and Measurable Outcomes

Minimum Required Objectives

The following are Minimum Required Objectives; others should be added to meet college's project objectives. Each objective starts on a new page of the Workplan. Review each Objective.

1.   Expand current enrollment capacity, above program's baseline, or maintain prior additional enrollments in the nursing program.

2.   Provide a program whereby students demonstrate readiness through diagnostic assessment or successful completion of remedial pre-nursing coursework prior to commencing the registered nurse program.

3.   Provide a retention program for students enrolled in the ADN program.

4.   Provide support services, review courses or software and practice to assist graduating students to prepare for the NCLEX.

5.   Provide faculty opportunities for professional development.

6.   Disseminate any tools, software, tracking devices, special lessons learned or developed to other community colleges at conferences, or through the Health Workforce Initiative and the Chancellor's Office. Copies of any materials developed are to be provided to the Chancellor's Office as well as inserted into the career guidance modules at **http://www.cacareercafe.com/.**

7.   Collect and report data to the Chancellor's Office as required.

Procedures/Activities

The following are Minimum Required Procedures/Activities; others should be added as necessary to meet project objectives. Procedures and/or activities are outlined in the Workplan that accomplish each of the project's objectives. Where indicated in the Workplan, fill in the blank areas with information pertinent to the college's program.

1.   Expand or maintain capacity by enrolling additional students above current baseline enrollment capacity during this academic year; or

2. Review student applications and determine eligibility for admission using college nursing admission protocols appropriately validated or approved by the Chancellor's Office.

3. Provide diagnostic assessment testing to students prior to enrollment in the nursing program.

4. Implement pre-admission protocols when a student does not reach the cut score.

5. Develop a pre-admission plan for remediation for students who do not achieve the cut score indicating readiness for the nursing program.

6. Refer students who do not achieve the cut score to a counselor or case manager for assistance with a pre-admission plan to assist the student in achieving readiness for the nursing program.

7. Develop and implement educational pre-entry coursework, including, but not necessarily limited to, tutorials or noncredit instruction, that is aligned to the entry level nursing standards and curriculum for students who fail to demonstrate readiness based upon the diagnostic assessment tool.

8. Enroll students in the ADN program who meet statewide cut score for diagnostic assessment test.

9. Evaluate the effectiveness of specific pre-admission plans, including instructional and campus support services.

10. Compile data for all students who do not demonstrate readiness and require a pre-admission plan as outlined under Reporting Requirements below.

11. Ensure that students participating in educational pre-entry coursework in order to demonstrate readiness based upon the diagnostic assessment tools are not disadvantaged in the program enrollment process.

12. Provide support services for students enrolled in the nursing program.

13. Provide a nursing counselor and/or support staff to provide intensive case management and support for students.

14. Provide tutoring and other support services for students at risk of dropping out of the ADN program.

15. Provide appropriate supplies and software to assist students to be successful.

16. Implement early identification, referral, and effective intervention strategies for students at risk of failing the ADN program.

17. Provide an NCLEX review course or software for students who are completing the nursing program.

18. Monitor student success on the NCLEX exam and adjust program curriculum or the review course and software to improve NCLEX results.

19. Evaluate the effectiveness of the program by tracking students who benefit from this project to determine the NCLEX pass rate.

20. Provide faculty opportunities for professional development.

21. Develop and implement a plan for professional development for nursing faculty to improve or increase instructional methodologies.

22. Implement faculty recruitment and orientation strategies.

23. Disseminate any tools, software, tracking methodologies, special lessons learned or developed to other community colleges at conferences, or through the Health Workforce Initiative and the Chancellor's Office. Copies of any materials developed are to be provided to the Chancellor's Office.

Measureable Outcomes

Outcomes related to required objectives and activities are provided. On the Workplan, fill in the blank areas with information pertinent to the college's program.

1. The number of additional grant students to be enrolled in the fall semester of 2016.

2. The number of additional grant students to be enrolled in the spring semester of 2017.

3. Current number of cohorts of grant students continuing program to completion.

4. The number of students currently enrolled including all cohorts, grant students and baseline students.

5. Number of grant students in each cohort. Number of baseline students in each cohort.

6. Students selected for provisional enrollment.

7. The Chancellor's Office-approved assessment test is administered to selected provisional students. Those that achieve the cut score are enrolled in the program. Those that do not achieve the cut score are referred for remediation.

8. Pre-admission protocols were implemented for students who did not achieve the cut score on the assessment test.

9. A pre-admission plan was developed for each student who did not achieve the cut score.

RFA Specification Numbers:
    16-199 (Enrollment Growth for Associate Degree Nursing Program)
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10. Students who do not achieve the cut score are referred to a counselor or case manager for assistance with a pre-admission plan to assist the student in achieving readiness for the nursing program.

11. Individualized pre-entry plans were developed for each student and the specific time frame (i.e., one year, two years, etc.) the students were given in which to complete their plan. The number of students who started a pre-entry remediation plan was documented.

12. Students completing their remediation plan within _____(provide time frame for completion, i.e., one year, two years, etc.) were (or will be) admitted to the nursing program.

13. Students are considered successful in their remediation (pre-entry plan) if they: (Underline the option used by your program)

    - Successfully complete a remediation plan and successfully retake the assessment/readiness test with a passing composite score, or

    - Demonstrate passing grades in college remediation coursework in the appropriate disciplines to address areas identified as needing improvement by the assessment readiness test,

    - Document successful completion of a remediation plan that satisfies the intent of assuring readiness for success in the nursing program that is approved by the Nursing Program Director.

14. The effectiveness of specific pre-entry plans, including instructional and campus support services are determined and modifications developed for implementation.

15. Data collected and reported to the Chancellor's Office on students who did not demonstrate readiness, who participated in a remediation plan, and who successfully completed their remediation plan.

16. Coursework prescribed in individual remediation plans will be made available to the students within the remediation time frame and students who successfully complete the remediation plan are returned to the college's enrollment process.

17. Students will have campus resources available to promote retention in the nursing program.

18. Support services in terms of peer mentoring, tutoring, advisement as counseling are provided to the students.

19. A case management approach is utilized to promote student success in the nursing program.

20. Identified "at risk" students will have support services available.

21. Student learning is enhanced by up-to-date equipment, instructional materials, and software.

22. Identified "at risk" students will receive early and effective intervention to help ensure success.

23. Students will receive assistance in preparing and practicing for the NCLEX exam.

24. NCLEX Review courses will be available each semester for students completing the program.

25. Monitor NCLEX success and evaluate NCLEX Progress Reports to guide curriculum and program revisions.

26. Students are tracked to determine success on the NCLEX pass rate.

27. Professional development opportunities will be facilitated.

28. Faculty will attend professional development activities to enhance teaching, learning and student support.

29. New faculty will be provided a faculty orientation.

30. Tools, software, tracking methodologies, special lessons learned or developed are disseminated to other community colleges at conferences, or through the Health Workforce Initiative and the Chancellor's Office. Copies of any materials developed are provided to the Chancellor's Office.

31. Data collected and reported to the Chancellor's Office in a timely manner.

PROJECT MANAGEMENT PLAN

Address the requirements for the project management plan in narrative as outlined below. This section must clearly describe the capacity of the college to attain the desired outcomes of the project and address how the college will make the project fully functional.

A. Organization

- Provide an organizational chart for the project.
- Provide a management plan for operating the project.

B. Project Director/Project Coordinator

Identify an individual who will:

- Implement the everyday work of the project and the grant objectives;

- Assist in the recruitment, hiring, and supervision of other personnel dedicated to the grant project;

- Develop budget expenditures and allocate resources to the project;

- Demonstrate experience and expertise in nursing;

- Serve as the primary contact for disseminating appropriate information and hold final responsibility for all compliance activities related to the grant, including the quality and integrity of the data reported;

- Serve as the primary contact identified for all correspondence sent from the Chancellor's Office.

C.   Facilities

Project facilities must be described and must be adequate to support the project. Include information on plans to renovate or remodel existing facilities and estimated costs.

REPORTING REQUIREMENTS

Grantees must have the capability to report project and expenditures data to the state in a timely, thorough, and accurate manner. Grantees will report expenditures and provide a progress report to the Chancellor's Office on a quarterly basis each year. A Final Report Narrative and a Final Report of Expenditures will be required each year on August 31.

Reports will include the following information, disaggregated by age, gender, ethnicity, and language spoken at home:

- Number of students enrolled in the nursing program.

- Number of students taking diagnostic assessments.

- Number of students failing to meet proficiency levels as determined by diagnostic assessment tools.

- Number of students failing to meet proficiency levels that undertake pre-entry preparation classes.

- Number of students who successfully complete pre-entry preparation coursework.

- The average number of months between initial diagnostic assessment, demonstration of readiness, and enrollment in the nursing program for students failing to meet proficiency standards on the initial diagnostic assessment.

- The average number of months between diagnostic assessment and program enrollment for students meeting proficiency standards on the initial diagnostic assessment.

- Number of students who completed the associate degree nursing program and the number of students who pass the NCLEX.

Application Budget Forms

Note: The Chancellors Office will provide funding amount after submission Letter of Intent to apply.

Program funds are for direct services to the students.

The budget considers the entire application in terms of the RFA specifications, its cohesiveness, and its viability. The budget demonstrates that the project is realistically planned and is reasonable in scope. Technical errors in the budget can be changed if the project is recommended for funding as long as the request does not exceed the maximum amount allowable or the amount originally requested. The application must follow the guidelines and procedures for the budget described in the Instructions.

All applicants must complete the Application Budget Summary and the Application Budget Detail Sheet. The district/college Chief Business Officer's signature is required on the Application Budget Summary. Use an ink color other than black for all signatures. When entering dollar amounts, round off to the nearest dollar and do not type cents. To substantiate the Application Budget Summary, submit Application Budget Detail Sheets for each year of the grant. Application Budget Detail Sheets list the cost breakdown of each budget classification amount requested.

If the college anticipates purchasing equipment, complete the Equipment Budget Form.

Fiscal Year Budgets

For purposes of the Nursing Enrollment Growth and Retention Program, funding for these projects normally starts July 1 and ends June 30. Projects will start July 1, 2016. Funds must be either expended or encumbered (i.e., committed to an account payable) by the end of each annual performance period as specified in the grant agreement. Grantees must notify the Chancellor's Office if funds cannot be spent or encumbered by the end of the annual performance period. An amendment to the grant may be required. If the grantee does not notify the Chancellor's Office, unencumbered funds may be recovered. The performance period and term of the individual grant will be on the grant agreement face sheet signed by all of the parties to the agreement.

If the State Budget process is substantially delayed, performance timelines will be adjusted. Funding for these projects depends on the availability of funds at the state and federal levels. If sufficient funds are not appropriated for the program, the grant shall have no force and effect. In this event, the Chancellor's Office shall have no liability to pay any funds whatsoever to Grantee or to furnish any consideration under this grant and Grantee shall not be obligated to perform any provisions of the grant.

Continued Funding

Funding for the subsequent years of multiple-year grants is contingent on satisfactory performance, and reporting in the prior year, availability of funds, funding priorities, and

applicable federal and state regulations. The performance period and term of the individual grant will be on the grant agreement face sheet that is signed by all of the parties to the agreement. Grants may be renewed for an additional one-year period dependent on the criteria, as stated above.

Travel

District travel and reimbursement policies apply for travel (Object 5000). Only travel necessary to implement the project is allowed. List the purpose of travel and estimated cost. If out-of-state travel is anticipated, it must be identified as a separate line item in the application budget detail for approval by the project monitor. If out-of-state travel is not included in the original grant budget and the grantee subsequently requests approval for out-of-state travel, a detailed justification and program monitor approval will be required prior to traveling out of state. Grantee will need to request the Out-of-State Travel form from the grant monitor.

Use of Funds

Funds may be used for, but are not limited to, the following activities:

- Instruction – Supplement not Supplant
- Development of alternative program delivery models
- Assessment
- Curriculum development counseling
- Remediation materials or coursework development and implementation
- Supportive services (i.e, tutoring, counseling, etc)
- Case management
- Purchase Books for Lending Library
- Gas cards (no cash grants) for economically disadvantaged students after exhausting all Financial Aid Services.
- Uniform and shoe vouchers (no cash grants) for economically disadvantaged students after exhausting all Financial Aid Services.
- Clinical teaching assistants
- Interactive tools in the classrooms
- Nursing office clerical assistance to manage grants and program –proportionate to the number of Nursing Enrollments and/or Retention students
- Skills/Simulation lab coordinator
- Equipment

RFA Specification Numbers:
 16-199 (Enrollment Growth for Associate Degree Nursing Program)
 16-200 (Assessment, Remediation and Retention for Associate Degree Nursing Program) — Page 20

Reporting Requirements Related to Assessment Testing

Education Code Section 78261(g) and (h):

(g) As a condition of receiving grant funds pursuant to paragraph (2) of subdivision (d), each recipient district shall report to the chancellor's office the following data for the academic year on or before a date determined by the chancellor's office:

(1) The number of students enrolled in the nursing program.

(2) The number of students taking diagnostic assessments.

(3) The number of students failing to meet proficiency levels as determined by diagnostic assessment tools.

(4) The number of students failing to meet proficiency levels that enroll in pre-entry preparation classes.

(5) The number of students who successfully complete pre-entry preparation classes.

(6) The average number of months between initial diagnostic assessment, demonstration of readiness, and enrollment in the nursing program for students failing to meet proficiency standards on the initial diagnostic assessment.

(7) The average number of months between diagnostic assessment and program enrollment for students meeting proficiency standards on the initial diagnostic assessment.

(8) The number of students who completed the associate degree nursing program and the number of students who pass the National Council Licensure Examination (NCLEX).

(h) (1) Data reported to the chancellor under this article shall be disaggregated by age, gender, ethnicity, and language spoken at home.

STATEMENTS OF ASSURANCES

Statements of Assurances must be signed by the Chief Executive Officer (or Authorized Designee).

TERMS AND CONDITIONS

The grant agreement for funded projects will include this RFA Specification, grant application, all forms, and the Legal Terms and Conditions contained in Articles I and II. Successful applicants must retain copies of all documents for future reference for at least three years after the project's financial statements have been closed.

Chancellor's Office, California Community Colleges

RFA Specification for New Grant Award

RFA Specification No.:	**16-200**
RFA Title:	Allocation for Assessment, Remediation and Retention
Funding Source:	Nursing Education Program
Funding Performance Period:	July 1, 2016 through June 30, 2017
Total Funds Available:	$4.9 million (approximate)
Award Amount:	A base amount of $50,000, plus an additional amount allocated on a per Full-Time Equivalent Student basis for the continuation of the Assessment, Remediation, and Retention portion of the Associate Degree Nursing/ Registered Nursing Enrollment Growth and Retention Program. Funds may also be used for enrollment expansion
Number of Awards:	Based on need

A Letter of Intent to Apply must be submitted electronically by **Tuesday, February 16, 2016** to **Nursingapps@cccco.edu**

The grant application must be submitted electronically in a single PDF via e-mail to the Chancellor's Office by **5:00 p.m**. on **Friday, April 8, 2016,** with the subject line reading: **NursingRFA2016-17/College Name.**

BACKGROUND

Education Code section 78261 (Stats. 2007, Ch. 522; SB 139, Scott) authorizes funds for the California Community Colleges Nursing Enrollment Growth and Retention Program. The intent of the law is to facilitate both the expansion of associate degree nursing programs and an improvement in completion rates in those programs. These grant funds are offered as allocations to colleges without Enrollment Growth and Retention and/or Capacity Building grants. These funds are to be used to build on existing diagnostic assessment and remedial coursework programs for prospective students and to provide support services to students enrolled in the nursing program. Funding in subsequent years will be dependent on performance and will be predicated on a base amount plus a Full-Time Equivalent Student amount per student for the number of students enrolled in the college nursing program.

Goal of the Projects

The goals of these projects over the grant performance period are, at a minimum, to:

1.   Determine through diagnostic assessment those students who are ready to enter the nursing program and who will most likely be successful.

2.   Provide pre-nursing preparation for students who are not successful in the diagnostic assessment.

3.   Provide support to students enrolled in the nursing program to increase the ADN program retention and completion rate.

4.   Increase the number of students who complete the program and pass the national licensure examination by a reasonable percentage, as determined by college and Chancellor's Office project monitor.

5.   For those programs with attrition rates of less than 15%, the focus of the funds shall be on increasing enrollments in the program;

Required Uses of the Funds

As specified in Education Code section 78261(c)(1-4), the required uses of the funds are as follows:

> The Board of Governors of the California Community Colleges and the Chancellor of the California Community Colleges may award grants to community college districts with associate degree nursing programs to expand enrollment, reduce program attrition, or both. Funds shall be used only for the following purposes: expanding enrollment, providing diagnostic assessments, and developing and offering pre-entry coursework to prospective nursing students, and diagnostic assessments and supportive services to enrolled nursing students. For purposes of this section, supportive services include, but are not necessarily limited to: tutoring, case management, mentoring, and counseling services. Funds may also be used to develop alternative delivery models such as part-time, evening, weekend, and summer program offerings. In order to qualify for these funds, a community college associate degree nursing program shall do either of the following:
> (1) Have a program attrition rate, as determined by the Board of Registered Nursing's Annual School Report or the Information Program Data System of the Chancellor's Office of the California Community Colleges, of 15 percent or less for the year prior to application for funding.
> (2) Commit to implement a comprehensive program of diagnostic assessment, pre-nursing enrollment preparation, and program-based support to enrolled students, as defined in this article.

Budget Control language for these funds specifies the following:

> (b) $4.9 million shall be used to provide diagnostic and support services, pre-entry coursework, alternative program delivery model development, and other services to reduce the incidence of student attrition in nursing programs.
> (c) Funds shall be allocated according to the following criteria:
> (1) The degree to which the funds provided would be used to increase student enrollment in nursing programs beyond the level of full-time equivalent students served in the 2016–17 academic year.

(2) The district's level of attrition from nursing programs and the suitability of planned expenditures to address attrition levels.

(3) The degree to which funds provided would be used to support infrastructure or equipment needs with the intent of building capacity and increasing the number of nursing students served.

(4) For districts with attrition rates of 15 percent or more, new funding shall focus on attrition reduction. For districts with attrition rates below 15 percent, new funding shall focus on enrollment expansion.

Applicants for these funds are required to submit the following:

NEED

1.   Briefly describe regional and local nursing workforce needs, the scope of the need, and the outcomes expected;

2.   Describe the community college capacity for infrastructure, faculty, equipment, and clinical placements for students; and

3.   Describe the current ADN program in terms of attrition, completions and intensive student service needs.

RESPONSE TO NEED

1.   Describe how your proposal addresses the gaps identified in the "Need" section;

2.   Describe the capacity of the college and its partners to successfully implement and institutionalize the project;

    a.   Describe the current enrollment capacity of the college's ADN-RN program.

    b.   Describe how the implementation of this project will assist in the expansion of the college's enrollment capacity or improve retention of students in the nursing program. Provide detail about the college's enrollment capacity in 2016-17.

    c.   If expanding the program, describe how the college will work with other nursing education programs and health care partners to avoid impacting clinical placement opportunities for the students enrolled in those programs.

    d.   Describe the commitment of the college administration and other organizations supporting and institutionalizing the project.

3.   Describe proposed student assessment, remediation and retention processes that will be developed and implemented to improve student success in the nursing program.

4.   Describe the current selection process for enrolling in the Associate Degree-RN Program. Use terms such as, lottery or random selection, validated merit-based, first

come first serve, wait list, prerequisite validation, nursing program alignment committee recommendations, multi-criteria or other descriptors as appropriate.

OBJECTIVES/OUTCOMES

Workplan

Review the Workplan provided. The Workplan Coverpage and the Workplan is protected, but allows potential applicants to fill in where required. You may add to the objectives and activities, but may not delete those provided in the Workplan. Provide responses as indicated in the Outcomes section. Objectives and activities are to be conducted and outcomes achieved during the period of performance of the grant, **July 1, 2016 through June 30, 2017**. Sign the Workplan Coverpage and submit the Workplan with your application documents.

If you plan to enroll additional students, please add an objective and activities to accommodate the additional enrollments.

Application Budget Forms

Note: The Community Colleges will provide a funding amount after submission Letter of Intent to Apply.

All applicants must complete and submit the Application Budget workbook and all forms within. These forms are provided in Excel format on the website:

http://extranet.cccco.edu/Divisions/WorkforceandEconDev/WEDDRFAs.aspx

Program funds are for direct services to the project.

The purpose of the budget is to indicate that the project is well planned and reasonable in scope. Complete an Application Budget Summary for the project year.

- When entering dollar amounts round to the nearest dollar. Do not include cents.

- The indirect cost line item number nine may not exceed four percent (4%) of the total direct cost line item number eight.

- The district chief business officer's signature is required (in an ink color other than black).

- To substantiate the Application Budget Summary, submit an Application Budget Detail Sheet. List the cost breakdown of each budget classification amount requested.

- For travel (Object 5000), district travel and reimbursement policies apply. Only travel necessary to the project is allowed. List travel purpose and estimated cost. Include out-of-state travel as a separate line item. Request forms for Out-of-State Travel from the grant monitor is required and must be approved prior to travel.

- An applicant may not propose to use grant funds to cover staff costs or to compensate any outside individual or firm for services associated with preparing the grant application.

- Equipment Budget Form - If equipment will be purchased, provide the information requested on the Equipment Budget Form.

Use of Funds

Funds may be used for, but are not limited to, the following activities:

- Instruction – Supplement not Supplant
- Development of alternative program delivery models
- Assessment
- Curriculum development counseling
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RFA Specification Numbers:
    16-199 (Enrollment Growth for Associate Degree Nursing Program)
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PROJECT MANAGEMENT PLAN

Address the requirements for the project management plan in narrative as outlined below. This section must clearly describe the capacity of the college to attain the desired outcomes of the project and address how the college will make the project fully functional.

D.   Organization

- Provide an organizational chart for the project.
- Provide a management plan for operating the project.

E.   Project Director/Project Coordinator

Identify an individual who will:

- Implement the everyday work of the project and the grant objectives;
- Assist in the recruitment, hiring, and supervision of other personnel dedicated to the grant project;
- Develop budget expenditures and allocate resources to the project;
- Demonstrate experience and expertise in nursing;
- Serve as the primary contact for disseminating appropriate information and hold final responsibility for all compliance activities related to the grant, including the quality and integrity of the data reported;
- Serve as the primary contact identified for all correspondence sent from the Chancellor's Office.

REPORTING REQUIREMENTS

Reporting Requirements Related to Assessment Testing

Education Code Section 78261(g) and (h):
     (g) As a condition of receiving grant funds pursuant to paragraph (2) of subdivision (d), each recipient district shall report to the chancellor's office the following data for the academic year on or before a date determined by the chancellor's office:
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     (5) The number of students who successfully complete preentry preparation classes.
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RFA Specification Numbers:
    16-199 (Enrollment Growth for Associate Degree Nursing Program)
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