![California Community Colleges logo]

# FY 2024-25 Nursing Enrollment Growth and Retention Grant
# Frequently Asked Questions

## General Questions

1. **Who's eligible to apply?**
   The grant is open to all existing California Community College Associate Degree Nursing (ADN)-Registered Nurse (RN) programs. Any program that leads to an ADN degree, including Licensed Vocational Nurse (LVN)-ADN, is eligible. Other funding sources are available for initiating an ADN program.

2. **What is the purpose of the Nursing Enrollment Growth and Retention grant?**
   The Legislation has two purposes, 1) to produce more nurses to meet workforce demands by expanding the number of students who enroll in nursing programs and 2) to reduce nursing program attrition rates to less than 15 percent. The Chancellor's Office is realigning the funding allocations and program requirements to better meet the goals of the legislation and to reduce attrition, increase the number of students who graduate, and pass the NCLEX-RN.

3. **Is this grant the same as the old nursing grant?**
   The official name is Nursing Enrollment Growth and Retention grant. This funding is specified for the use in addressing [Education Code Section 78261](#).

4. **Are colleges assigned to Growth or Retention category?**
   For FY2024-25, ADN programs will select and apply for the category that best fit their needs and is supported by their data. To determine which category to apply for, a short summary is provided below:

   For Growth:
   College that applies for the "Growth" categories have met the definition as set by the LOI and are ready to grow their program by one to three cohorts (8-24 students) above what the college admitted the previous year (FY23-24). This expansion must occur during Fall 2024 or Spring 2025. Proof of the ability to expand from the BRN is required with the application.

   For Retention:
   If a college has not met the 15 percent attrition threshold as defined by the LOI, that college will be considered to have a high attrition rate and should apply for the "Retention" category. Any

college that does not have high attrition but is unable to grow their program, or in a growth planning phase in FY24-25, should apply for the "Retention" category.

5. **How are you calculating "baseline" for the growth category?**
In reference to the Growth category, colleges are expected to enroll above what they admitted the previous year. So if the college admitted a total of 43 students in FY23-24, the expectation of 2 cohort growth means 16 additional students would need to be enrolled in FY24-25, making a total of 59 students.

The growth occurring would also need to be continuous. If the same college applies for growth again for FY25-26, they would need to add at least 8 students to what they admitted in FY24-25. In this example, a growth of 1 cohort would mean a total admission of 67 students for FY25-26 (59 students enrolled in FY24-25 + 8 additional students growth for FY25-26 = 67 total students).

Growth cannot be awarded on a retroactive basis and only within the fiscal year being funded.

6. **What does it mean to be in the "Retention" group?**
Schools assigned to the "Retention" group will use the funds to decrease attrition to less than 15 percent.

7. **Where do you pull a nursing program's attrition rate?**
The attrition rate is calculated using multiple sources, both from the BRN, and the data that colleges report to the Chancellor's Office.

8. **Is retention formula based on number of students enrolled each year?**
The retention formula takes the average of students who completed the college's program from the last three years.

9. **After a college applies for a category, how will they be notified that the application is accepted?**
Once the Chancellor's Office receive all the submitted applications, we will review the categories for each applicant. The Chancellor's Office will send out a survey to validate the college's nursing completion data. Once the surveys have been received, we will compare the data to the applicant's categorical selection. Colleges will be notified if their selection has been accepted. At that time, a workplan and revised budget, if applicable, will also be requested from the colleges.

10. **Do colleges have to stay in the selected category, or can our college request to change?**

After the applicant's selection has been verified by the data validation, they cannot make a request to change to a different category.

**11. What if our program takes additional students, but not in cohorts of eight students? Is the funding prorated?**
No, the nursing grant funding model is based on cohorts of eight students.

**12. Can I apply for a higher number of cohort than listed on the application?**
The number of cohort growth is based on the program's current student count. At this time, programs cannot request for more cohorts than indicated in the application.

**13. Can colleges apply for both Growth and Retention?**
No, college may only apply for Growth or Retention, not both.

**14. What is the performance period?**
The grant duration is for two years, and is expected to begin August 1, 2024, through July 31, 2026.

**15. How often will colleges receive their funding allocation?**
Colleges will be awarded once for the fiscal year, and they will have 2 years to expend the funds. There will not be another allocation for this funding cycle. However, colleges will have the opportunity to apply for funding in FY25-26, which will also have a 2-year performance period.

For example: If a college applies for the Growth category for a growth of 2 cohorts, they would get $182,400 allocation in August 2024 and have the two-years to expend the funds. They will **not** receive $182,400 for each year of the grant.

There will be grant overlap. Each grant will require a separate fiscal report. We highly suggest working with your accounting team to keep the funding separate.

**16. What is the nursing fiscal reporting timeline?**
Colleges must report bi-annually in NOVA. The fiscal reporting timeline is in the LOI at the [WEDD RFA website](#).

| | August 2024 – June 2026 NOVA Reporting Dates | |
|---|---|---|
| 1 | **January 31, 2025** | Expenditure and Progress Report due covering the period of August 1, 2024, through December 31, 2024. |
| 2 | **July 31, 2025** | Expenditure and Progress Report due covering the period of January 1, 2025, through June 30, 2025. |
| 3 | **January 31, 2026** | Expenditure and Progress Report due covering the period of July 1, 2025, through December 31, 2025. |
| 4 | **July 31, 2026** | Expenditure and Progress Report due covering the period of January 1, 2026, through June 30, 2026. |
| 5 | **August 31, 2026** | Final Report of Expenditures due. |

17. **Do I need to apply to receive funding?**
    Yes, interested programs need to submit a completed application in order to be considered for funding.

18. **Is there a match requirement?**
    No.

19. **Can indirect cost be charged to these funds?**
    Yes, up to 4 percent.

20. **How do I apply for the nursing grant FY 2024-25?**
    The application in NOVA is now a two-step process.

    - Interested districts must provide the completed and signed Letter of Intent (refer to Appendix B in the LOI) including the written responses and a budget estimate submitted in NOVA. The District/College Chief Executive Officer (or authorized Designee) must sign the statement of assurance.

    - The Chancellor's Office will make the final determinations of award amounts based on the requests received. At that time, applicants will be asked to enter a workplan and revised budget in NOVA.

**21. When is the deadline to submit the application?**

The Letter of Intent signed by the authorized district/college signatories, written responses, and budget estimate must be submitted via to the Chancellor's Office **NOVA system** by 5:00 P.M., **July 17, 2024.**

**22. Useful Resources**

**NOVA Resources**

- New to NOVA? Request an account at  https://nova.cccco.edu/request-access
- For additional NOVA questions, utilize the helpdesk at
  https://nova.cccco.edu/help
    - If you don't have access to the NOVA Nursing Enrollment application, use the help desk to request permission.
- NOVA Training video at https://www.youtube.com/watch?v=RSh4HoqzWq4

**LOI, Memo, and other resources from the Webinar:**

- June 27, 2024 Webinar training recording available in the here
- Other resources from the Webinar can be accessed on the WEDD Grant Opportunities website
- Questions about concerning the specifications and instructions in the application must be submitted by email, please submit to NursingApps@CCCCO.edu.

# How Programs Can Use the Funds

**23. Can I use the funds to hire additional part-time faculty?**

Yes, refer to AB 3374, which gives greater flexibility to the hiring of part-time clinical nursing faculty. Part-time clinical nursing faculty can serve up to four semesters or six quarters within any three consecutive academic years.

**24. If our colleges are in the growth group, how can we use the funds?**

If colleges accept this grant funding, they must use the dollars to increase the size of their class and move these students to completion.

- Funds may be used to expand enrollment, provide diagnostic assessments, and offering pre-entry coursework to prospective nursing students.
- Funds may also be used to offer diagnostic assessments and supportive services to enrolled nursing students.
- See [Education Code sections 78261-78261.5]

**25. If our colleges are in the retention group, how can we use the funds?**

Here are some examples of how the funds can be used. Other activities are allowed if they are directed at decreasing attrition.

- Fund may be used to provides 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.
- See [Education Code sections 78261-78261.5]

**26. Can a college use these funds for a LVN program or is the funding only for ADN RN programs?**

The funds can only be used by colleges that have a current ADN-RN program.

- *Note: LVN only programs are not eligible for this grant funding.*

**27. How is the funding dispersed?**

All colleges will receive up to 85% of their prior year allocation (85 percent of their 2024-25 funding level) distributed as "Advance Funding" scheduled for disbursement in August.

- *Note: This will be the amount displayed in the NOVA application.*

Any additional funding, if applicable, will be distributed as "Additional Funding" upon completion of an approved plan for Growth and Retention colleges scheduled for disbursement in December.

# Understanding Guardrail funding

**28. What is guardrail funding?**

Colleges will lose no more than 15% of their prior years funding to ensure a smooth transition as we align this funding to the original legislative intent. What is referred to as "Guardrail funding" is the Chancellor's Office commitment to minimize the impact to colleges as we make this transition. Programs will not experience a decrease in funding greater than 15 percent of the previous fiscal year's allocation for the next four years. This gradual implementation 5-year phase in model will allow time to adapt to meet the requirements of the new allocation structure. We are currently in year 2 of this phase in model.

Example:

- For FY 22-23, College A received $150,000.
- For FY 23-24, College A's guardrail amount is $127,500 (a -15% reduction from FY 22-23's allocation).
  - **NOTE: the Guardrail amount will be the amount showing on the NOVA application.**
- College A has also applied to expand their program by 2 cohorts. If they choose to move forward with 2 cohorts, their final allocation will be $182,400.

**29. Will the guardrail amount continue to decrease by the 15% each year?**

Yes. We are currently in year 2 of the 5-year phase in model for the funding model established in FY23-24. At the end of the phase in model, guardrail funding will no longer be offered.

## Program Specific Questions

**30. What if we accept "Growth" funding, but our clinical partners don't give us sufficient clinical placements to accommodate the additional students?**

The goal is to expand cohorts to realign with the legislative intent. If colleges are not able to expand, the performance will affect your future funding. The guardrails currently in place protect colleges from losing more than 15 percent from the previous year's allocation.

**31. If you applied for the growth funding, did all the preparation and then determined that you could not grow, must we return the money over?**

Colleges are responsible for communicating with the Chancellor's Office if they are not able to meet their workplan goals. For the colleges in the Growth category, they are expected to grow by the cohort amount approved. If colleges cannot meet their growth goal, their funding may be impacted. Just how will be determined when the college communicates with the Chancellor's Office. This is the reason why we strongly discourage colleges from applying for Growth during their planning phase/year.

**32. Can colleges apply for the Growth category if the growth occurred in a different fiscal year?**

No, the growth must occur in the fiscal year being funded (in Fall 2024 and/or Spring 2025). Funding cannot be awarded for growth on a retroactive basis.

**33. Can colleges resubmit/recycle an application from a previous fiscal year?**

While the Chancellor's Office does expect to see some similarities in a college's application, colleges are expected to submit a new application for every fiscal year they are applying for grant consideration. If we find that an application has been recycled from a previous fiscal year (copying word for word), that application will be considered incomplete. Incomplete applications will not be considered for funding.