Frequently Asked Questions
(Nursing Program New Funding Model Letter of Intent)

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 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 increase capacity in the state to meet the labor market demands of this occupation.

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

4. **Why are you making these changes to the program?**
   FY 2022-23 funding allocations are built on estimations from 2016. At that time, we did not have any current nursing program data that could inform our investment. Enrollments, demand, and the industry have all changed dramatically since 2016. During COVID, the Chancellor's Office made the decision to maintain stable funding and not add to program burdens. Since that time, we have had an opportunity to review our colleges data and have used that data to inform the proposed changes to help us achieve the legislative intent of this funding.

5. **How do I know which group I am assigned?**
   Refer to the nursing program Letter of Intent (LOI) memo at the [WEDD RFA website](#).

6. **How are colleges assigned to the group (growth or retention)?**

   For the upcoming fiscal years, ADN programs will be assigned to the "Retention" or "Growth" group based on previous years' data that the Chancellor's Office extracted from the [BRN report](#). Colleges placed in the "Retention" groups have exceeded the 15 percent BRN attrition target:
   3x in the past 6 years and once in the past 2 years.

   Colleges that are meeting the retention goal of greater than 85 percent are invited to participate in "Growth" funding. We have consulted with the BRN to ensure that colleges in the Growth category are able to expand.

7. **What does it mean to be in the growth group?**
   Schools with less than 15 percent attrition are invited to participate in the "Growth" group. They can use the funds to expand by 1, 2, or 3 cohorts of eight students. For the purpose of this grant, growth will be in multiples of 8, representing an additional clinical cohort.

8. **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.

9. **Do colleges have to stay in the assigned group, or can our college request to change?**
   The groups are pre-assigned based on the last 6 years of the BRN data and no changes can be made.

10. **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.

11. **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.

12. **Can I apply for a different number of cohorts than indicated on the memo?**
    The number of cohort growth is based on the program's current student count. Programs can request fewer cohorts than indicated but not more.

13. **What is the performance period?**
    The grant duration is for two years (24 months), and is expected to begin July 1, 2023, through January 30, 2026.

14. **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.

15. **If colleges are assigned to the "Growth" group, and have been offered the option to expand to two cohorts, can I choose to expand one cohort in each semester Fall and Spring?**
    Yes, the table below illustrated the timing of the funding and reporting using an example of twice a year admission with an additional cohort of eight students admitted in both fall and spring semesters. The funding year is 2023-2024, but you will have 24 months to use and report on the funds. The progress of the students will be reported in the FY 2023-2024 reports, while the final results of some cohort(s) will be reported in subsequent funding cycles.

Fiscal Grant Year 2023-24 Reporting in NOVA Due Dates			
Year 1	Year 1 Date	**Fall Start**	**Spring Start**
2nd Quarter Year-to-Date Expenditure and Progress Report due	Wednesday, January 31, 2024	X	
4th Quarter Year-to-Date Expenditure and Progress Report due	Wednesday, July 31, 2024	X	X
Year 2	Year 2 Date	**Fall Start**	**Spring Start**
2nd Quarter Year-to-Date Expenditure and Progress Report due	Friday, January 31, 2025	X	X
4th Quarter Year-to-Date Expenditure and Progress Report due	Thursday, July 31, 2025	X	X
2nd Quarter Year-to-Date Expenditure and Progress Report due***	Saturday, January 31, 2026		X
Final Expenditure Reports	**Saturday, February 28, 2026**	X	X

***Only applies to Spring Start

Note: Programs that only have Fall Cohort admissions are encouraged to submit their final expenditure reports by 8/31/2025.

16. **If the colleges are in the "Growth" group but are unable to expand, can they still apply?**
Yes. In the application, you can elect "0" as the number of cohorts you're requesting for FY 2023-24. Colleges that elect not to grow will receive up to 85% of their prior year allocation. To receive additional dollars colleges must adhere to the intent of the legislation to grow their nursing cohorts. If colleges elect not to grow there will be an additional 15% cut to the college's allocation in the following year.

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 2023-24?

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., June 22, 2023.**

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 Nursing 2023-24 LOI Training video at https://www.youtube.com/watch?v=RSh4HoqzWq4

LOI, Memo, and other resources from the Webinar:
- May 23, 2023 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. Is the amount listed on the memo over two years or is the amount for each year?

The amount shown on the memo is the total amount granted for FY 2023-24. Programs have two years to expend the funds.

24. **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.

25. **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]

26. **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]

27. **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.*

28. **How is the funding dispersed?**
    All colleges will receive up to 85% of their prior year allocation (85 percent of their 2022-23 funding level) distributed as "Advance Funding" scheduled for disbursement in July.
    - *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 August.
    - *Note, the Advance funding and Additional funding will equal the amount shown on the memo.*

Understanding Guardrail funding

29. **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 five years. This gradual implementation 5-year phase in model will allow time to adapt to meet the requirements of the new allocation structure.
    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).
        o **NOTE: the Guardrail amount will be the amount showing on the NOVA application; this is not the amount shown on the memo.** (Please refer to distribution for further information.)
    * College A has also been placed in the Growth category and has the option to expand their program by 2 cohorts. If they choose to move forward with 2 cohorts, they will receive the amount listed on the memo, which is $182,400.

30. **If we cannot commit to two cohort growth, can we request just one? What would the funding be then?**
    The amount to fund 1 cohort of 8 students is $91,200. In this situation, we will compare the program's guardrail amount to the $91,200 and give the program the higher amount.
    For example:
    * Using the example above, if College A is not able to expand their program by 2 cohorts and chooses to expand by 1 cohort, they will receive their guardrail amount of $127,500 (this amount is higher than the base allotment for 1 cohort).

31. **Is the amount listed on the memo the guardrail amount?**
    The amount listed on the memo is not the guardrail amount; it is the amount the program would receive if they choose to expand by the cohort suggested.

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