



English Language Learner (ELL) Healthcare Pathways Round Two (FY24-25) Frequently Asked Questions (FAQ)

Eligibility Questions

- 1. I represent a group that provides online healthcare certification programs in over 35 healthcare-related pathways. All programs lead toward an industry certification in a healthcare job function. Can I participate in this proposal round? All my programs are complete and operating.**

Only identified CAEP consortia invited to apply in Round Two [Chancellor's Office Memo](#) may submit a Letter of Intent. In addition, members of eligible CAEP consortia invited to apply include community college districts, school districts, or county offices of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region. Consortia may work with member partner programs if they fulfill the requirements of the LOI and are approved by all members of the consortia.

- 2. Can members within our consortium who did not participate in Round One participate in Round Two?**

Yes, Consortia invited to apply can continue to fund projects/consortium members from Round One and add new members/healthcare occupations in Round Two. All these details should be captured in the Round Two Nova Work Plan.

- 3. Do all members within our consortium who participated in Round One need to participate in Round Two?**

The consortium can decide to continue with the same member participants/healthcare occupations and choose to include new ones. The workplan will need to reflect any changes and funding proposals for Round Two. Please note, the Chancellor's Office will be tracking outcomes for each round of funding. Therefore, the consortium will want to ensure reporting requirements and grantee commitments from Round One funding are carried out through the term of the agreement as the consortium and any funded members and occupations from Round One (FY 23-24) will still be required to report outcomes/bi-annual reports for the designated reporting period.

- 4. If our consortium was not eligible for Round One, would we be eligible to apply for Round Two?**

No. Round Two is a continuation of the 44 grantees that were awarded in Round One. We are not accepting new grantees at this time.

General/LOI Requirement Questions

5. What is the definition of English Language Learner (ELL) for these funds? I have found three slightly different definitions from CCCCO, CDE and WIOA.

For the purpose of these funds, ELLs are defined as individuals who are unable to communicate fluently or learn effectively in English, who often come from non-English-speaking homes and backgrounds, and who typically require specialized or modified instruction in both the English language and in their academic courses. Participants must be at least 18 years of age to be eligible to participate in healthcare vocational pathways.

6. Do students have to be co-enrolled in ESL? Can the ELL support be separate from the healthcare class or should it be embedded within?

Legislation for this funding calls for the development of healthcare pathways for English Language Learners. Adult Education Consortia must implement an accelerated learning model to accelerate student completion rates under this initiative. Consortium members have the discretion to implement a model of their choice which may include but not be limited to: Bridge, Dual Enrollment, Co-Enrollment, IET, Pre-Apprenticeship, work-based learning, etc. Sample definitions are available in the workplan application in NOVA.

7. Where can I find a recording of the Round Two Informational webinar and PowerPoint (PPT) Slides?

To access the recorded webinar [click here](#). To access the PPT slides [click here](#).

8. This is an extremely busy time for consortia members, is there a possibility for an extension of the May 31st deadline?

The deadline to submit the application of Intent in the Chancellor's Office [NOVA](#) system, which includes the signed Letter of Intent ([Appendix A](#)), a project workplan, budget estimate, and signed Letter of Support from employer and partnerships, on behalf of the consortium and its members is **Friday May 31, 2024, by 5:00 pm.**

Should an extension be necessary, an extension may be granted if the following steps are followed:

- i. Submit an email request for extension on behalf of the consortium to CAEP@CCCCO.edu, and
- ii. Upload the signed Letter of Intent ([Appendix A](#)) in NOVA by **5:00 p.m., Friday May 31, 2024. (No exceptions)**

Granted extensions will provide an additional 30 days to complete the required workplan, which will be due no later than **June 30, 2024**. In addition to submitting the Letter of Intent to Participate ([Appendix A](#)), a consortium should include the Fiscal Agent and Project Lead Contacts and commit to the Assurances in NOVA by the **May 31st, 2024, deadline**. Failure to apply by the deadline or submit a proper request for extension will result in the forfeiture of opportunity to apply for Round Two funding.

9. Since this will be a continuation from Round One, should consortia create a new program work plan/objectives for Round Two funds? Also, do consortia need to reapply for programs that are

still being funded by Round One?

All eligible consortia will need to submit a new program work plan/application for Round Two (FY24-25), even if there are no material changes. Round Two provides Consortia an opportunity to include new participating members and healthcare occupational pathways or continue funding the same pathways identified in Round One. Round Two includes enhanced funding.

Reporting/NOVA Questions

10. Is the Round Two ELL Healthcare Pathways application available in NOVA? I am unable to see the workflow option at the top of the page in NOVA.

Yes, the application is available and accessible in [NOVA](#). To log in and access Round Two, ALL applicants will need to follow the **First-Time Log In** instructions that were sent to the consortia leads and alternate leads to be able to gain access to the Round Two application, even if you already have a NOVA log in. If you are having trouble accessing the full application, please reach out to CAEP@CCCCO.edu or NOVA Technical Support <https://nova.cccco.edu/request-access> for assistance.

11. If the director of our partner agency is going to be out for the next few weeks and won't be able to provide a new commitment letter, can we use the same commitment letter from Round One?

A new Letter of Intent to Participate ([Appendix A](#)) for Round Two must be submitted to NOVA no later than May 31, 2024, or instructions regarding an extension must be followed (as noted in this FAQ).

12. If we are partnering with the same employer industry and nonprofit partners, can we use the same partnership commitment letters submitted from Round One?

Yes, consortia who are continuing with the same employer and regional partnerships from Round One can submit the same letter of support. However, if a consortium is adding new healthcare occupations or members in Round Two, a new letter will be required to capture the new pathways being developed.

13. Our consortium will be adding three new healthcare occupations and will make sure to obtain new commitment letters. Can you confirm if we will also need to provide Labor Market Information data for the newly proposed occupations not listed on the pre-approved list?

As outlined in the [LOI](#), Grantees may submit a proposal to develop a new healthcare vocational pathway program in Round Two based on a healthcare occupation that is not a part of the seven identified occupations. The applicant will be required to identify the [healthcare](#) occupation in the workplan, provide a rationale for selecting the occupation, and must demonstrate that the proposed healthcare occupation provides a minimum livable wage in the county region that the healthcare pathway is being developed. The proposal for this healthcare occupation shall be supported by labor market data drawn from the following specific state or nationally recognized data sources:

- i. Insight Center,
- ii. Self-Sufficiency Standard, or
- iii. MIT Living Wage)

Failure to utilize at least one of these data sources to support your application will put your application at risk of disqualification. The Chancellor's Office reserves the right to deny proposed

occupations that do not meet the minimum livable wage-earning outcome requirement in their respective region.

14. Will the State be looking for CASAS post test scores as a possible outcome for Round One?

Under the ELL Healthcare Pathways initiative, grantees and participating members shall track student data and report bi-annual expenditure and progress reports in NOVA throughout the grant performance period, including a final report, to ensure measurable gains. Reporting requirements, including impact metrics and outcomes are identified in the [LOI](#). In addition to NOVA, Consortium members shall continue to track and report student level data in their local data platform(s).

15. Who will be responsible for submitting the work plan in NOVA? Can each consortium member submit their own part?

The LOI calls for the grantee to designate a lead Fiscal Agent for the consortium that will serve as the certifying authority on behalf of the consortium and will be responsible for submitting the single LOI application and workplan via NOVA. The application also requires the Consortium to identify a Project Lead representative that will oversee the project objectives, deliverables, outcomes, and reporting requirements tied to this specific healthcare funding. The Consortium assigned representative can work with members to facilitate the application process.

16. What are Student Success Stories in the NOVA application?

Student Success Stories are just that - a place for the consortium to relate a success story about a student experience in the healthcare pathways being funded by this initiative. These stories can be input at any time, including after the work plan has been submitted and approved. These are optional and do not require the plan to be uncertified.

Funding/Budget Questions

17. Is this funding in addition to what consortia had submitted for Round One FY 23-24? In other words, are they two distinct amounts of funding?

Yes. Round Two [LOI](#) comes with a new round of funding for FY 24-25. The [Memo](#) released captures the available funding for FY 24-25. The amount reflected in NOVA is the funding made available for this new round.

18. The total grant amount for Round Two was previously advertised to be \$50 million. What is happening to the \$10 million that will not be going out to the field?

Funds are going towards creating and enhancing centers of excellence in healthcare workforce data and to support the development of technical assistance for ELL populations seeking vocational training in the seven targeted healthcare vocational occupations paying a regional living wage.

19. Are there carryover limits for this funding from FY23-24 to FY24-25? Will unused funds from FY23-24 be available for use in FY24-25?

Each funding round allows for a 24-month spend down. There is no carryover beyond that 24-month spending period. Round One (FY23-24) funding can be spent in 2023-24 and 2024-25; Round Two (FY24-25) funding can be spent in 2024-25 and 2025-26. Tracking and reporting expenditure of funds

should be reported accordingly in NOVA by the required deadlines for each round of funding. To view Round One reporting deadlines, [click here](#). To access Round Two reporting deadline, [click here](#).

20. What happens to the funds if a new member is rejected, what is the length of time to redistribute funds?

The workplan submission must capture the consortium members and their healthcare occupations being funded in Round Two. The workplan must demonstrate thoughtful consideration of program partners and how they were selected by providing a rationale supported with regional, state, and national data, for CAEP agency member selection, healthcare occupation program selection, and amount awarded. Each consortium has the discretion to vote to select its participating member programs and determine how funding will be distributed to participating member(s) for this ELL healthcare focused pathway development. Only consortium members whose programs are selected will receive funding. All members of the consortium must approve the selection of the participating member programs. The Consortium Fiscal Agent is responsible for distributing funding based upon the approved workplan.

21. Can these funds be used to pay invoices from our direct partners to pay for student tuition, or pay for student tuition of a partner extension program?

Funds may not be used to pay for students' participation in the healthcare pathway programs, or other methods such as student stipends, internships, etc. Proposition 98 funds prohibit the gifting of public funds to students. Grant funds may be used to support costs associated with the development of ELL Healthcare Pathway Programs, including program and curriculum planning and development, program materials, instruction, equipment, and support activities.

22. Can these funds be used to cover the costs related to state licensure (i.e.: CNA test fees) or other fees related to translating foreign transcripts? Can the reimbursements be either full or partial depending on budget availability?

Since these are Proposition 98 funds, they are limited to gifting of public funds restrictions. Use of funds to pay for program required expenses, such as background checks or licensing exams if the fees are currently being charged to students are considered allowable. Grantees will want to ensure the administration of vouchers is carefully managed. An option may be to procure vouchers for third-party certification or licensing fees as instructional supplies or materials and maintain records of students who receive these vouchers. Any covered fees must be a requirement in the industry for students to obtain employment post completion of an approved healthcare occupational program and be linked to an approved project plan in NOVA.

23. Is apprenticeship also available as a category of accelerated learning along with pre-apprenticeship? With the new push toward increasing the number of apprenticeships, some of these healthcare areas work better with an apprenticeship.

Under the ELL Healthcare Pathways, pre-apprenticeship and apprenticeship accelerated learning models may be allowable. However, please note that this funding is permissible towards noncredit and K12 adult education programs only. Credit and not for credit programs are not eligible for funding.

24. Please explain the reimbursement timeline for Round Two funds so that we can determine how much my consortium will need in reserves. Can invoices be submitted prior to incurring actual

expenditures?

Round Two funding will be issued as grants rather than reimbursement for reported expenses. After approval, each grantee will receive a grant agreement detailing information and instructions about their grant. Grantees will be required to submit an invoice(s) to the Chancellor's Office in accordance with the dates outlined in the grant agreement to receive funding in a timely manner. Grant performance periods will be specified in the scope of work of the grant agreement. The Chancellor's Office reserves the right to adjust awards based upon the availability of funds and may terminate a grant performance period/reject further invoices if a grantee does not complete grant reporting requirements specified in the grant agreement.