



California Community Colleges

California Adult Education Program English Language Learner (ELL) Healthcare Pathways Round Two

May 13, 2024



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California Community Colleges

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California Community Colleges

Agenda

- **Funding Overview**
- **Outcome/ Objectives**
- **Grantee Selection Process**
- **Letter of Intent Overview**
- **Live NOVA Demonstration**
- **Questions**

ELL Healthcare Pathways Funding Overview - Round Two

- ❑ One-time appropriation of Prop 98 funds to develop healthcare-focused vocational pathways (Budget Act of 2022-23)
- ❑ Intended for English language learners (ELL) across all levels of English proficiency
- ❑ Round Two (FY24-25) is a continuation from Round One (FY23-24)
- ❑ Interagency workgroup jointly developed a data-driven approach to determine eligible consortia
 - Chancellor's Office, California Department of Education, Labor and Workforce Development Agency, and California Health and Human Services Agency



Goals/ Outcomes

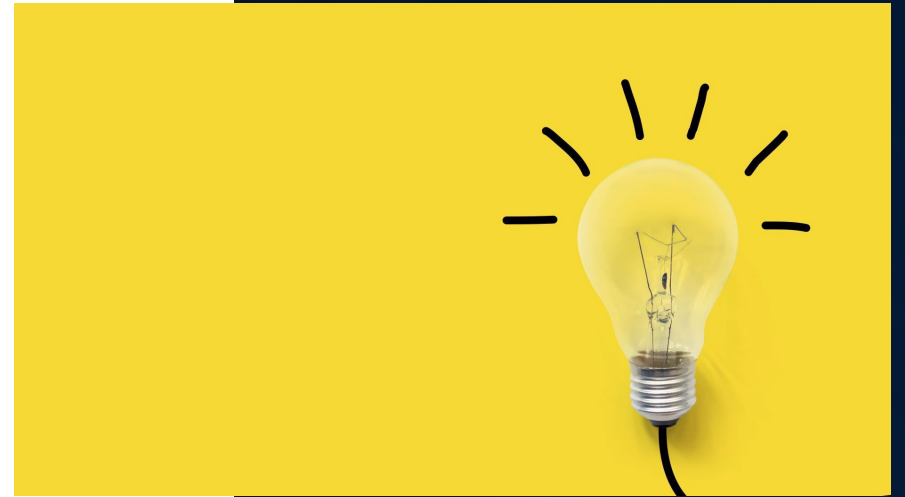
Outcome objectives for the Governor's Care Economy Workforce Development Package investment include:

- **Increase the number of care economy providers, particularly in underserved areas of the state,**
- **Provide additional training for existing care economy providers, and**
- **Increase diversity and cultural competency within care economy professions statewide**



Guiding Principles for Competitive Funding Design

- Streamline process
- Minimize administrative burdens
- Make data-informed funding decisions
- Focus on student-centered deliverables
- Letter of Interest (LOI) vs. RFA



Two-Step Process for this Funding Approach

***Round Two is a continuation from Round One. Only invited Consortia may apply for this round of funding.**

Identify eligible Consortia based on a selection criteria



Grantee selection process includes narrowing down grantees based on their expressed interest and commitment to legislative and reporting requirements.

Two-Step Process for Funding Approach

Step 1: Grantee Selection

❑ Identify eligible Consortia based on selection criteria (Round One)

- 30% ELL students
- 25% ELL Resident
- 25% ELL Resident Growth
- 10% Unmet Demand
- 10% Regional Poverty

Step 2: Grantee Commitments

❑ Grantee selection process includes narrowing down grantees based on their expressed interest and commitment to legislative and reporting requirements.

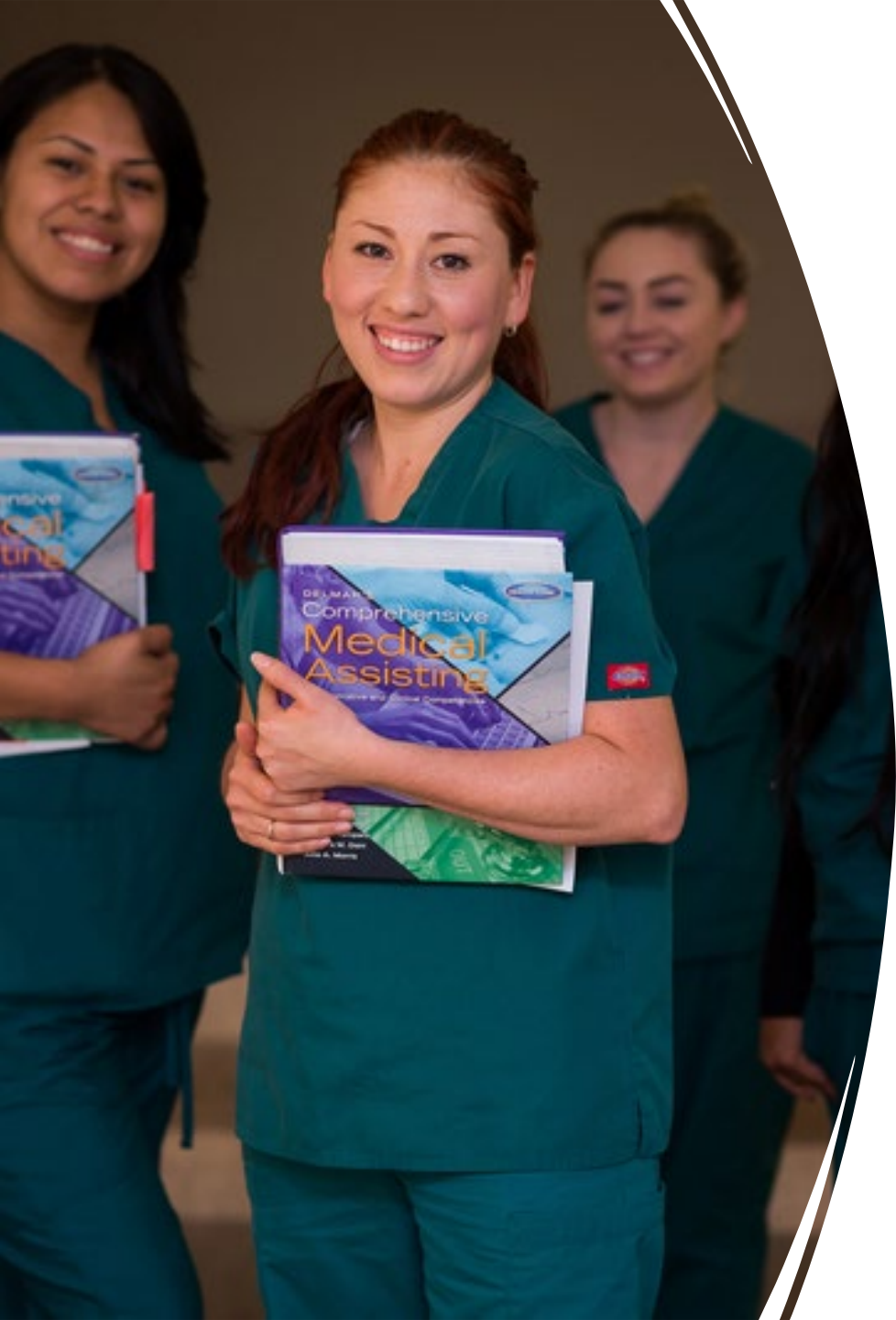
- Invitations for Letters of Interest (LOI) have been issued to 44 eligible CAEP consortia
- CAEP consortia must comply with legislative and reporting requirements outlined in the grantee commitments section of the LOI

Eligibility



Process for Determination of Eligible CAEP Consortia

- Regional residents who are ELL [United States Bureau of Census (U.S. Census)]
- Growth of ELL residential population (U.S. Census)
- CAEP students who are ELL (Chancellor's Office LaunchBoard)
- Regional Poverty Rate (U.S. Census)
- The regional unmet demand (estimated demand less supply pipeline) for seven identified occupations that provide a minimum livable wage:
 - Dental Assistants, Emergency Medical Technicians, Medical Assistants, Nursing Assistants, Pharmacy Technicians, Phlebotomists, Social and Human Service Assistants



Round Two Letter of Intent Overview

ELL Healthcare Pathways Round Two Timeline

Letter of Intent Released	May 1, 2024
Informational Webinar Session	May 13, 2024 @ 1:00-2:00 p.m.
Questions Submission Deadline	May 15, 2024 by 5:00 p.m.
Application Submission Deadline	May 31, 2024 by 5:00 p.m.
BOG Meeting	July 22, 2024
Notification of Intent to Award	Early August* (Tentatively)

Grant Requirements & Commitments

Funds may be used to support existing healthcare vocational programs *or* new pathways in the following healthcare occupations:

- I. Dental Assistants
- II. Emergency Medical Technicians
- III. Medical Assistants
- IV. Nursing Assistants (CNAs)
- V. Pharmacy Technicians
- VI. Phlebotomists
- VII. Social and Human Service Assistants



Grant Requirements & Commitments

Proposals to develop new healthcare occupational pathways that are not identified in the prior list:

- Grantee will be required to identify the proposed occupation in the workplan, provide a rationale for selecting the occupation, and must demonstrate that the occupation provides a minimum livable wage in the county region.
- The proposal shall be supported by labor market data drawn from the following specific state or nationally recognized data sources: 1. Insight Center, 2. Self-Sufficiency Standard, or 3. MIT Living Wage)
- Failure to utilize at least one of these data sources to support your application will put your application at risk for 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.

Grant Requirements & Commitments



Grantee must designate a **Project Lead Representative** that will oversee project objectives, deliverables, outcomes, & reporting requirements.



Grantee shall designate a lead **Fiscal Agent** for consortium that will receive grant funds and will be responsible for distributing funding to participating members



Designated lead **Fiscal Agent** will serve as **certifying authority** on behalf of the consortium, and will be responsible for submitting **LOI application** and **workplan** via NOVA.



The Lead **Fiscal Agent** will also be responsible for submitting required invoice(s) to the Chancellor's Office in a timely manner to receive grant funds.

Grantee Commitments Overview

Grantees will submit a workplan with specific deliverables described in the LOI

1. Grantees will describe the input, activities, outputs, outcomes and impact of the proposed ELL healthcare pathway(s) that informs and ensures funding outcomes.
2. Demonstrate thoughtful consideration of program partners and how they were selected.
 - Only consortium members whose programs are selected will receive funding.
 - **Consortium may consider new member(s) & occupation(s) to fund in Round Two**
3. Identify the healthcare occupational program(s) to be developed by participating members based on in-demand, in-region healthcare occupational needs.
 - **Must** also include the **accelerated learning model** that will be adopted for each healthcare pathway to accelerate student completion rates.

Grantee Commitments Overview

-
5. Demonstrate evidence of employer commitment & regional collaboration leveraging local resources & partnerships and how the partnership will be sustained post grant award.
 - Must include letter(s) from employer partnerships & regional collaboration
 6. Identify career & student support resources for student outcomes achievement including services for refugee and immigrant adult learner populations.
 7. Provide a detailed program budget broken down for each consortium member participating in Round Two with object-level codes & clear narratives.
 8. Grantee & participating members shall monitor, track & submit student data & report bi-annual expenditure and progress reports in NOVA throughout the grant performance period, including a final report.

Program Workplan Requirements & Commitments

Healthcare Occupation Program & Accelerated Learning Model Selection

Provide a description, supported with regional, state, and national data, of the healthcare occupational program(s) that the consortium elects to establish. The description must also include the accelerated learning model that will be adopted to accelerate student completion rates.

Accelerated learning models may include, but are not limited to:

- | | |
|--|--|
| <ul style="list-style-type: none">• Bridge programs• Dual/co-enrollment• Integrated Education and Training (IET) | <ul style="list-style-type: none">• Pre-Apprenticeship• Work-based learning |
|--|--|

Program Workplan Requirements & Commitments

Employer Commitment & Regional Collaboration

Demonstrates evidence of employer commitment and regional collaboration leveraging local resources and partnerships and identifies how partnerships will be sustained post-grant award.

Partnerships must include a partner commitment letter that clearly outlines the measurable commitments the partner(s) will contribute to effort, time, and desired outcomes. Examples of measurable commitments may include the number of workplace learning opportunities, internships, job placement, etc., the partnership will provide.



Grant Reporting Requirements

Grantee to track student data and report bi-annual expenditure and progress reports in NOVA throughout duration of grant to ensure measurable gains.

Impact Measurements:

❑ Counts of:

- Number of ELL student participants enrolled in the healthcare pathway program

❑ Outcomes on:

- Number of ELL participants who complete the healthcare vocational pathway program
- Number of ELL participants who complete a healthcare vocational pathway credential
- Number of ELL participants who transitioned into a non-developmental credit college course, a credential program, or a higher education degree program
- Number of ELL participants who entered employment in their associated field of study after completing the program
- Number of ELL participants who increased earnings after completing the training in their field of study
- Average ELL participant salary upon entering program
- Average ELL participant salary upon exiting program

Available Funding

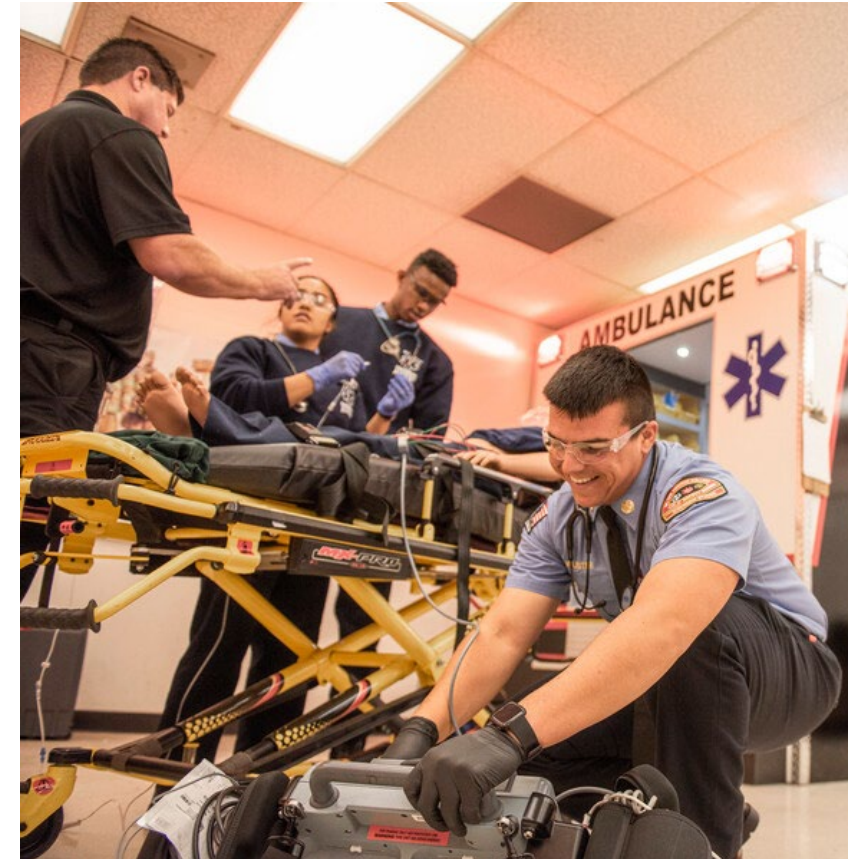
- ❑ \$40 million available for FY24-25
- ❑ Total grant awards were determined using a two-step identification process:

Step I: A flat allocation amount of \$150,000 to each eligible 44 CAEP consortium for FY 24-25.

Step II: Distribute remaining funding based on a formula that references the consortium's data and uses the following variables and weights:

- ELL Students (Launchoard) - 50%
- ELL Residents (U.S. Census) - 50%

Available grant awards are identified in the Chancellor's Office Memo, [Exhibit A](#).



Use of Funds

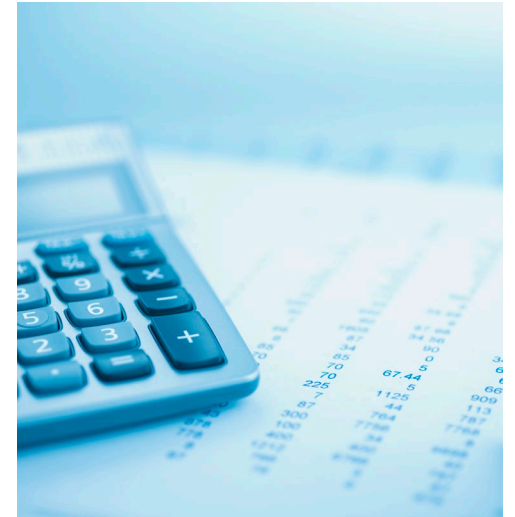
Funds may be used to support costs associated with the development of ELL Healthcare Pathways Program.

Please note, grant funds may not be used for student stipends, internships, or other methods to pay students for participation in healthcare pathways.



Grant Details

- **NEW!** Round Two funding will be issued as grants
- Grantees will be required to submit 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 & may terminate a grant performance period/reject further invoices if a grantee does not complete grant reporting requirements specified in the grant agreement.





Notification of Awards

- A notification of Intent to Award memo will be made available and posted on the Chancellor's Office [webpage](#).
- The Chancellor's Office may request adjustments or modifications to the proposal and/or budget in NOVA and grant agreement, as necessary.
- The Chancellor's Office reserves the right to reject applications received if they are incomplete, late, or if applications submitted do not meet the Grantee Commitment requirements identified in this Letter of Intent.
- Before the execution of grant agreements, grant awards must be approved by the California Community Colleges Board of Governors (Board of Governors). Grant awards are not final until grant agreements are signed by the grantee district and the Chancellor's Office Deputy Chancellor.

Reporting Requirements

- Grantees are required to report bi-annually in NOVA
- Duration of Round Two funding is 24 months, July 1, 2024 - June 30, 2026
- *Reporting requirements may be subject to change*

ELL Healthcare Pathways Reporting Schedule - Round Two

Reporting Deadline	Reporting Type	Activity Period
3/31/2025	1 st Bi-Annual Expenditure and Progress Report due	7/1/24 - 12/31/24
9/30/2025	2 nd Bi-Annual Expenditure and Progress Report due	1/1/25 - 6/30/25
3/31/2026	3 rd Bi-Annual Expenditure and Progress Report due	7/1/25 - 12/31/25
9/30/2026	4 th Bi-Annual Expenditure and Progress Report due	1/1/26 - 6/30/26
9/30/2026	Final Report due	7/1/24 - 6/30/26

Letter of Intent Application Submission



Eligible CAEP consortia must submit a single completed application, including the signed **Letter of Intent (Appendix A)**, uploaded into NOVA, **project workplan**, **budget estimate**, and signed **Letter of Support** from employer and partnerships, on behalf of the consortium and its members in **NOVA** by: **5:00 p.m., Friday, May 31, 2024.**

If the consortium requires additional time to complete the workplan, a 30-day extension may be granted to complete the workplan. **Extensions will only be approved if the following steps are followed:**

1. Submit an email request for extension on behalf of the consortium to caep@cccco.edu.
2. The signed Letter of Intent ([Appendix A](#)) **must be uploaded in NOVA by 5:00 p.m., Friday May 31, 2024.**
(No exceptions)

Failure to apply by the deadline or submit a proper request for extension will result in forfeiture of opportunity to apply for Round Two funding.

NOVA



Welcome to NOVA

Log In

Email

Password

[Forgot your password?](#)

Log In

[Request access to NOVA](#)

[NOVA Help Desk](#)



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NOVA Site Version: [6.5.1](#)



NOVA Application

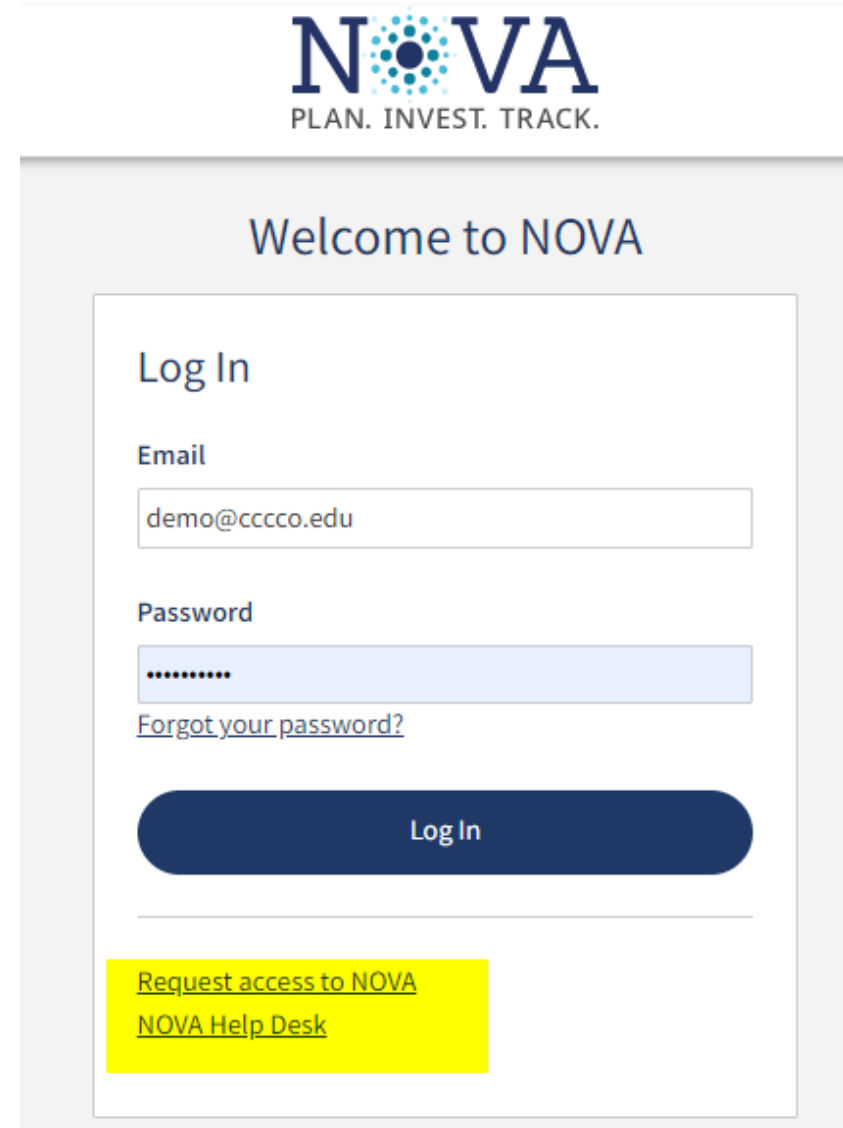
Five Steps:

1. Log-in to NOVA
2. Find your Consortium's Plan
3. Fill out each section of the workflow
4. Submit
5. Approve

NOVA Application

Logging In to NOVA

- If this is your first-time logging into NOVA for the ELL Healthcare Pathways program for either Round 1 or Round 2, you will need the first-time log-in link.
 - The lead contacts of eligible consortia as listed in the [LOI announcement memo](#) have received an email from the Chancellor's Office that includes this link along with instructions. Please contact your Consortium Lead to obtain the link.
- **Link to NOVA ELL Healthcare Pathways plans after access has been established:**
 - <https://nova.cccco.edu/sp/ell/plans>
- **Technical Support:**
 - <https://nova.cccco.edu/request-access>
 - <https://nova.cccco.edu/help>



The screenshot shows the NOVA login interface. At the top is the NOVA logo with the tagline 'PLAN. INVEST. TRACK.' Below this is a 'Welcome to NOVA' heading. The main login area contains a 'Log In' section with an 'Email' field (containing 'demo@cccco.edu') and a 'Password' field (masked with dots). A 'Forgot your password?' link is positioned below the password field. A large blue 'Log In' button is centered below these fields. At the bottom of the login area, a yellow box contains two links: 'Request access to NOVA' and 'NOVA Help Desk'.

NOVA
PLAN. INVEST. TRACK.

Welcome to NOVA

Log In

Email
demo@cccco.edu

Password
.....

[Forgot your password?](#)

Log In

[Request access to NOVA](#)
[NOVA Help Desk](#)

NOVA Application

1. Set filters to find your Plan (application)
 - Filters: Fund, Lead Institution

NOVA
PLAN. INVEST. TRACK.

Dashboard

All Programs

ELL Healthcare Pathways

Plans

Fiscal Reporting

Analytics

Program Settings

Plans

Filter Plans

ID: Start typing ID

Plan: Start typing Plan

Lead Institution: Select Lead Institution

- 01 Allan Hancock and Lompoc Unified Adult Education Consortium
- 02 Antelope Valley Regional Adult Education Consortium
- 06 Partnership for Adult

Status: Select Status

Funding Year: Select Funding Year

Fund: Round 2 - ELL Healthcare Pathways

Save Filter Settings

Clear Filters

Plans List

NOVA Application

1. Fill out each section of your Plan's Workflow.
2. Preview and Submit

The screenshot displays the NOVA application interface. On the left is a dark blue sidebar with the NOVA logo (PLAN. INVEST. TRACK.) and a navigation menu including Dashboard, All Programs, ELL Healthcare Pathways, Plans (highlighted), Fiscal Reporting, Analytics, and Program Settings. The main content area is titled 'ELL Healthcare Pathways' and 'Plans (Fund: Round 2 - ELL Healthcare Pathways (2024-25) [ID: ELL HP R2])'. Below this, the specific plan is 'Allan Hancock - Round 2 - ELL Healthcare Pathways (2024-25) Plan (2024-25)' with a 'DRAFT' status. A 'Workflow' sidebar on the left lists sections: Details (Incomplete), Contacts (Incomplete), Supporting Documents (Incomplete), Program Workplan (Incomplete), Collaborative Partners (Completed), Budget (Incomplete), Success Story (Completed), and Preview & Submit. The 'Details' section is expanded, showing a 'Guidance' box with instructions to ensure the Plan Title is reflective of the consortium and to provide a brief summary of goals, activities, and outcomes. Below this is the 'Plan Title' field, which contains the text 'Allan Hancock - Round 2 - ELL Healthcare Pathways (2024-25) Plan (2024-25)'. A 'Plan Description' field is also visible, with instructions to describe the plan and outcomes. Red callout boxes provide additional guidance: 'Each section has "Guidance" to assist with instructions.' points to the Guidance box; 'Please do not change the Plan Title.' points to the Plan Title field; 'You can move freely throughout the workflow.' points to the Workflow sidebar; 'Do not "Submit" until all sections are fully completed.' points to the 'Preview & Submit' button; and 'This should be a brief high level statement. More detail will be requested in the "Program Workplan" section of the Workflow.' points to the Plan Description field.

Workflow

- Details **Incomplete**
- Contacts **Incomplete**
- Supporting Documents **Incomplete**
- Program Workplan **Incomplete**
- Collaborative Partners **Completed**
- Budget **Incomplete**
- Success Story **Completed**
- Preview & Submit

Details

Guidance

Please ensure the Plan Title is reflective of your consortium (NOVA provides a default Plan name you may find acceptable) and provide a brief summary of your goals, planned activities, and outcomes.

Plan Title *

Plan titles should be unique and summarize the plan at a glance. Sample Name: 'ECUW HVAC Project'

Allan Hancock - Round 2 - ELL Healthcare Pathways (2024-25) Plan (2024-25)

Plan Description

Describe your plan and your plan outcomes.

NOVA Application

Plans List

ID ↕	Name ▼	Lead Institution	Fund ↕	Funding Year ↕	Status
26631	Allan Hancock - Round 2 - ELL Healthcare Pathways (2024-25) Plan (2024-25)	01 Allan Hancock and Lompoc Unified Adult Education Consortium	Round 2 - ELL Healthcare Pathways (2024-25)	2024-25	Submitted
1 Total					

Certification – to be completed by the Plan Approver

1. Find the Plan, note that the status is “Submitted”
2. Click on the Plan
3. Scroll through to review, and then click Reject or Approve
 - “Reject” will unsubmit the plan and allow changes to be made to it
 - “Approve” submits the plan for Fund Monitor Certification; no changes can be made after approval unless the Fund Monitor rejects the plan

Certification

Plan Approver

Reject

Approve

Awaiting Approval

NOVA Application

Plans List

ID	Name	Lead Institution	Fund	Funding Year	Status
26631	Allan Hancock - Round 2 - ELL Healthcare Pathways (2024-25) Plan (2024-25)	01 Allan Hancock and Lompoc Unified Adult Education Consortium	Round 2 - ELL Healthcare Pathways (2024-25)	2024-25	Certified
1 Total					

After Fund Monitor Certification

- Shows as “Certified” in the Plan Status
- Shows that it was “Approved” when clicking on the Plan and scrolling down to the bottom.
- The Fund Monitor can approve, reject, and uncertify after approval if any changes are needed to be made by the consortium.

Certification

Fund Monitor

Approved by

05/12/2024 02:13 PM PDT

Plan Approver

Approved by

05/12/2024 02:13 PM PDT

NOVA Demo

Logging In to NOVA

- If this is your first-time logging into the ELL Healthcare Pathways program in NOVA, you will need the first-time log-in link. Consortium lead contacts have received an email with this link. Please contact your consortium lead to receive this link.
- **Link to the plan once access has been established:**
 - <https://nova.cccco.edu/sp/ell/plans>
- **Technical Support:**
 - <https://nova.cccco.edu/request-access>
 - <https://nova.cccco.edu/help>
- **Program Questions:** CAEP@cccco.edu



California Community Colleges

Please submit questions to
CAEP@cccco.edu by 5:00 p.m.
Wednesday, May 15, 2024.

Thank you for joining us.