



California Community Colleges

Letter of Intent

Nursing Enrollment and Growth Retention Grant Fiscal Year 2024-25

WORKFORCE AND ECONOMIC DEVELOPMENT DIVISION
The Equitable Student Learning, Experience, and Impact Office (ESLEI)

Performance Period	August 1, 2024 – June 30, 2026
Release Date	June 19, 2024
Application Deadline	Applications must be received on July 17, 2024 , at 5:00 PM in NOVA.
Funding Source	Economic and Workforce Development
Webinar	June 27, 2024, at 10:00 AM PDT Register here!
Questions Deadline	Written questions concerning the specifications of this Letter of Intent must be submitted via email to nursingapps@cccco.edu by 5:00PM on July 3, 2024.
Notification of Intent to Award	July 30, 2024
Grant Begins	August 1, 2024

Table of Contents

Table of Contents	2
BACKGROUND AND PURPOSE	3
GENERAL AWARD INFORMATION	3
PERFORMANCE	6
AWARD ADMINISTRATION.....	7
LETTER OF INTENT SUBMISSION DUE DATE	9
CONTACTS	10
APPENDIX A – Glossary of Terms	11
APPENDIX B – Letter of Intent to participate in the nursing program with the California Community Colleges Chancellor’s Office.....	12

Nursing Enrollment Grant FY 2024-2025 – Letter of Intent

BACKGROUND AND PURPOSE

In 2007, Education Code section 78261 (SB 139, Scott) was enacted to establish the California Community Colleges Nursing Enrollment Growth and Retention Program to facilitate both the expansion of the Associate Degree in Nursing (ADN)/Registered Nurse (RN) programs and to improve completion rates in those programs. These Growth and Retention grants provide funds to local community college ADN/RN nursing programs to assist in the development of activities increasing the capacity of the nursing program, to reduce attrition, increase enrollment and increase the number of students who graduate and pass the National Council Licensure Exam (NCLEX).

Purpose

There is currently a demand for an estimated 24,000 registered nurses in California each year. The California community colleges are currently producing approximately 4,500 to 5,000 qualified nursing candidates annually. This Letter of Intent (LOI) focuses on expanding student nursing program cohorts, decreasing attrition, and increasing program completion and NCLEX pass rate.

Successful applicants should be ready to implement the requirements of these specifications as soon as the funds are available, maintain eligibility, and must assure a long-term commitment to the success of the nursing program.

Toward this end, the Workforce and Economic Development Division (WEDD) of the Chancellor's Office is seeking LOIs from eligible colleges for FY 2024-25.

Eligibility

The Nursing Enrollment Growth and Retention grant program is non-competitive for fiscal year 2024-25. To qualify for funding, colleges must show that their associate degree nursing programs 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 before application for funding. [Education Code, Section 78261(d)(1)]
- (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. [Education Code, Section 78261(d)(2)]

In addition, all ADN programs must have and maintain active Board of Registered Nursing (BRN) approval.

To be considered for an award, colleges must complete the application and submit a LOI (refer to Appendix B) in NOVA. Once the applications have been submitted in NOVA, 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.

GENERAL AWARD INFORMATION

Available Funding

The available funding for Fiscal Year 2024-2025 is \$13,780,000.

Award Project Period

The performance period is 24 months, expected to run August 1, 2024 – June 30, 2026.

Chancellor's Office – ADN-RN Nursing Program Letter of Intent

Nursing Enrollment Grant FY 2024-2025 – Letter of Intent

Applicants must plan to fully expend grant funds during each phase while ensuring full transparency and accountability for all expenditures. Awards are subject to the availability of state funds in the annual budget act.

Program Allocation

The allocation formula for Nursing Enrollment Growth and Retention grants was updated in fiscal year 2023-24 to reflect data submitted by colleges for the past 6-years. However, the Chancellor's Office recognizes that programs have experienced fluctuating outcomes due to the COVID-19 pandemic and stability for the nursing programs is a priority with implementation of these changes. Therefore, the Chancellor's Office had updated the allocation model in such a way that it minimizes disruption of current nursing program funding.

Funding allocations are determined in the following manner:

1. A three percent set-aside is taken from the full allocation.
2. Colleges are assigned to their category (Growth or Retention) based on data analysis conducted by Chancellor's Office staff.
3. The number of funded cohorts has been determined to be 100. This number may fluctuate depending on how many colleges in the "Growth" category are applying for the Growth grant.
4. Cohorts will be assigned to Growth colleges based on their interest to enroll. Colleges will be given the opportunity to apply for one, two, or three additional cohorts. If colleges request more cohorts than are available, the Chancellor's office will determine the distribution based on regional job needs. If a college requests fewer cohorts than are available, excess cohorts will be redistributed to other regions.

Remaining funding for "Retention" colleges will be distributed based on the number of students enrolled over the last three years.

The Chancellor's Office intends to adjust the allocation formula gradually to allow colleges and programs time to adapt their practices to meet the requirements of the continuing allocation structure.

Categorical Placement of Colleges

Colleges will be placed into one of two categories based on the nursing program's outcomes data provided to the Chancellor's Office by colleges for the past 6 years. The categories are:

1. Retention – any program which has a demonstrated need to address its program completion status will be required to spend their allocation to address this issue.
2. Growth – any program that does not have issues with attrition will be invited to grow their program by from one to three cohorts. A cohort will be defined as a group of a minimum of eight (8) students to be funded for two (2) full years from the current year's funding.

For the purposes of determining college eligibility, we will use the following criteria:

1. If a college has failed to meet the 15 percent attrition threshold in at least three of the last six years and in at least one of the last two years in their ADN/RN nursing program, that college will be considered to have a high attrition rate and be placed in the "Retention" category. Colleges in the Retention category will be awarded at least \$2,430.00 for each student in their projected class, based on an average of their last 3 years of enrollment.
2. Colleges in the Retention category will be required to submit a workplan detailing how they plan to spend their FY 2024-25 allocation on addressing the high attrition rate their

Nursing Enrollment Grant FY 2024-2025 – Letter of Intent

program is experiencing. Community college ADN/RN nursing programs receiving a Retention grant must work on improving their attrition rate to **15 percent or less**.

3. If a college has an attrition rate less than 15% in four of the last six years, or less than 15% in the last 2 years (see Example Table 1 below), it will be placed in the “Growth” category. The FY 2024-25 allocation provided will be to implement nursing program expansion. Growth colleges are requested to expand their student enrollments. The amount determined for the allocation is based on a cohort model, with each cohort defined as a minimum of eight (8) students, allocated at \$5,700 per year/per student for two full years. (\$5700 x 8 = \$45,600 x 2 years = \$91,200) Funding will cover the two-year program cohort entirely in the funded year. Therefore, colleges may receive up to \$91,200 for each cohort and will have two years (24 months) to expend those dollars. Colleges can add additional students beyond the minimum funded 8-person cohort(s) up to the maximum allowed by the clinical site but must maintain capacity for at least 8-student minimum to count it as a funded cohort.
4. If a college is placed in the Growth category but is unable to expand during the fiscal year due to BRN approval or other reasons, colleges should focus on program supportive services to enrolled nursing students. Workplan objectives should surround activities to provide supportive services to 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. Funding amounts are determined by using college’s Guardrail allocation, which is a decrease in the college’s funding of 15% from its prior year’s allocation¹.

Example Table 1:

Name of College	2017 Attrition	2018 Attrition	2019 Attrition	2020 Attrition	2021 Attrition	2022 Attrition	Placement Category
A	18%	14%	12%	20%	18%	10%	Retention
B	19%	17%	16%	18%	14%	12%	Growth
C	12%	10%	11%	14%	26%	21%	Growth
D	12%	10%	13%	20%	6%	0%	Growth

(College “A” exceeds the 15 percent attrition threshold three times in the last six years, and in one of the last two years. Therefore, college “A” is placed in the Retention category in this example. Colleges “B,” “C,” and “D” do not meet these criteria, and therefore qualify for the Growth category.)

Data Validation

The Chancellor's Office relies on data submission by the colleges to determine attrition rates. The purpose of this data validation is to ensure accurate categorical placement and success for the colleges in reaching their workplan objectives. Recently, a new process was created to collect required data needed to determine the colleges’ performance. However, some of data received is unreliable and could not be used. As the Chancellor’s Office continues to revise the data validation process for the nursing program, funding for FY2024-25 will proceed as follows:

1. Colleges are to submit an application and LOI in NOVA by the application deadline of July 17, 2024, by 5:00PM.
2. Funding amount for FY2024-25 is determined by using college’s Guardrail allocation, which

¹ The actual amount may be different than the Guardrail amount. Adjustments may be made based on the college’s performance.

Nursing Enrollment Grant FY 2024-2025 – Letter of Intent

is a 15% reduction from the prior year's allocation². This is the amount that will be reflected in the application in NOVA.

3. The Chancellor's Office will notify colleges of the steps they need to take to validate the data in late summer or early Fall of 2024. We ask that colleges work collaboratively with the Chancellor's Office to complete this data validation.
4. Once the data has been received and verified, colleges will be notified of any supplementary funds awarded. If applicable, colleges may need to submit a new budget plan in NOVA.

PERFORMANCE

Equity

Community college registered nursing programs using multicriteria screening process must be impartial to age, gender, race/ethnicity, language spoken at home. [Education Code, section 78261.5]

A community college may not exclude an applicant to a registered nursing program on the basis that the applicant is not a resident of that district or has not completed prerequisite courses in that district. A community college may not implement policies, procedures, and systems, including, but not limited to, priority registration systems, that have the effect of excluding an applicant or student who is not a resident of that district from a registered nursing program of that district.

In alignment with Vision 2030 and to ensure that programs are serving their communities in an equitable manner, any college's ADN program accepting these funds must also agree to collect and report demographic data regarding their students.

Expectations

Any ADN program receiving funding must remain eligible throughout the performance period. If any substantial changes occur in their program that impacts the college's eligibility, or their ability to meet the work plan objectives, they are required to provide written notification the Chancellor's Office within 45 days. Failure to comply may result in funding being withdrawn and/or impact the program's future eligibility. Ineligibility may include the following:

- Non-admission of students into the program during the funding period.
- Inability to meet workplan objectives, including the inability to grow by the capacity the college applied for.
- Insufficient faculty.
- Program's noncompliance with statutory and regulatory requirements from BRN.

Reporting Requirements

Grantees are expected to fulfill legislative requirements by maintaining and reporting required data and expenditures. [Education Code Section 78261(g)(1-8) and (h) (1-2)]

For purposes of the Nursing Enrollment Growth and Retention program grant, funding for these projects normally starts July 1 and ends June 30. Funds must be either expended or encumbered (i.e., committed to an account payable) by the end of each annual performance period as specified

² The actual amount may be different than the Guardrail amount. Adjustments may be made based on the college's performance.

Nursing Enrollment Grant FY 2024-2025 – Letter of Intent

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. If the grantee does not notify the Chancellor's Office, unencumbered funds may be recovered.

A condition of continued eligibility is the requirement of grantees to submit project updates and expenditure data to the state in a timely, thorough, and accurate manner. Refer to the timeline below for fiscal report due dates. Failure to submit biannual reports and/or expenditures less than 50% by July 31, 2025, could result in reduction of funding. The Chancellor's Office reserves the right to delay distribution of funds until colleges are up to date on previous fiscal reports.

Expenditures and updates must be submitted in the NOVA system. Final Report Narrative and a Final Report of Expenditures are due in the NOVA system by August 31, 2026.

July 2024 – June 2026 (24 months) NOVA Reporting Dates

1	January 31, 2025	Expenditure and Progress Report due covering the period of July 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.

AWARD ADMINISTRATION

Statement of Assurances

The colleges assure, understand, and may assist the state in meeting the following requirements of the Enrollment Growth and Retention Nursing Program grant, pursuant to [Title 3, [Division 7, Article 3.52. Nursing Students, Education Code Section 78261](#) (SB 139, Statutes of 2007)] et. seq., as follows:

- All requested data will be submitted in NOVA. This data to be reported includes but is not limited to enrollment, and demographic information on enrolled students such as race/ethnicity, age, gender, and language spoken at home.
- Growth Colleges that apply for grant funds in the Enrollment Growth and Retention ADN/RN Programs will abide by the requirements in the statute. In part, colleges will need to expand nursing program cohorts. If requirements are not met, future funding for this program will be jeopardized. [Education Code Section 78261(d)(1)]
- Commit to implement a comprehensive program including, but not limited to diagnostic assessment, pre-nursing enrollment preparation, and program-based support to enrolled students [Education Code Section 78261(d)(2)].
- Colleges will ensure data is collected and conduct fiscal reporting to the Chancellor's Office NOVA system quarterly and upon completion. [Education Code Section 78261(g)]

Nursing Enrollment Grant FY 2024-2025 – Letter of Intent

- Colleges must maintain their California Board of Registered Nursing (CA-BRN) approval to receive funding for the nursing program. [(Education Code Section 78261(d)(1)]
- Colleges will submit data to the California Board of Registered Nursing (CA-BRN) for inclusion in each “California Board of Registered Nursing Annual School Survey.”
- As a condition in receiving grants, colleges shall at a minimum do all of the following [Education Code Section 78261(f)(1-5):
 1. Utilize diagnostic assessment tools prior to enrollment to determine readiness for community college associate degree nursing programs.
 2. Offer, or identify, educational pre-entry coursework, including, but not necessarily limited to, tutorials, instructional resources, or noncredit instruction, aligned to the entry level nursing standards and curriculum for students who fail to demonstrate readiness based upon the diagnostic assessment tools.
 3. Provide access to pre-nursing coursework for all students who do not demonstrate readiness based upon the diagnostic assessment tools.
 4. Require that students demonstrate readiness through the diagnostic assessment or successful completion of the pre-nursing coursework specified above prior to commencing the registered nursing program.
 5. Ensure that students that participate in educational pre-entry coursework in order to demonstrate readiness based upon the diagnostic assessment tools are not disadvantaged in the program enrollment process.
- Funds shall not be used by community college districts to supplant existing courses but shall be used to expand enrollments and enable more students to successfully complete the course of study.
- Any ADN program receiving funding must remain eligible throughout the performance period. If any substantial changes occur in their program that impacts the college’s eligibility, or their ability to meet the work plan objectives, they are required to provide written notification the Chancellor’s Office within 45 days. Failure to comply may result in funding being withdrawn and/or impact the program’s future eligibility.

Colleges that submit an application in NOVA must understand and agree to the above specified assurances provided in the LOI.

The Chancellor’s Office intends to award single applicants as specified in the [Eligibility section](#) and reserves the right to adjust the distribution of funding.

Nursing Enrollment Grant FY 2024-2025 – Letter of Intent

LETTER OF INTENT SUBMISSION DUE DATE

The complete application, including any required forms and supporting documentations, must be submitted via the Chancellor's Office NOVA system on or before July 17, 2024, by 5:00 PM PDT. No other forms of submission will be accepted. Incomplete and late applications will not be accepted.

Application Format and Instructions

The following instructions describe the content and format of the application. Only applications submitted via the NOVA system will be accepted. To prevent disqualification, the application instructions in NOVA must be followed, all questions answered, and all requested information supplied. Applications will be screened to ensure they have met the requirements and eligible applicants will be notified that their applications have been advanced.

Applications submitted must meet the following requirements:

- A signed Letter of Intent (see Appendix B – this form must be signed and attached in NOVA).
- Written responses (Completed in NOVA).
- Budget estimate (Completed in NOVA).

Submitting the Application In NOVA

To submit the application, please login using your NOVA account at <https://nova.cccco.edu/>.

- If you are new to NOVA and would like to have an account created for you, use the Access Request Wizard (<https://nova.cccco.edu/request-access>) to provide your contact information and details for the access you need.
- If you already have a NOVA account and require a modification to your access permissions, please submit a NOVA Support Request through the support portal.
- For additional support and technical assistance, please visit: <https://nova.cccco.edu/help> to submit a NOVA Support Request ticket.

After logging into NOVA: Go to the sidebar menu; select “Programs” then “Nursing Enrollment.” Click “Create Application” button to begin.

Webinar

The Chancellor's Office staff will host an informational Webinar to provide an overview of the application submission process and offer potential applicants an opportunity to ask additional clarifying questions. Only one webinar will be provided for the funding year. The webinar will be recorded for posting on the Chancellor's Office website. Failure to attend the webinar will not preclude the submission of an application.

Registration Information:

Date and Time: June 27, 2024, 10:00-11:00 AM Pacific Time (US and Canada)

Registration: [Use this link to register](#) for the NOVA application training webinar.

After registering, you will receive a confirmation email containing information about joining the webinar.

LOI Clarification

Nursing Enrollment Grant FY 2024-2025 – Letter of Intent

If any ambiguity, conflict, discrepancy, omission, or other error in this LOI is discovered, immediately notify WEDD and request a written clarification. Written questions concerning this LOI must be submitted by email to nursingapps@cccco.edu.

Any addendum to the LOI will be posted on the WEDD Grant Opportunities website at:

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/WEDD-RFA>

Applicants are responsible for checking the WEDD RFA website for any updates to the LOI or FAQ. Applicants will not be notified via any other manner.

A Frequently Asked Questions (FAQs) document will be posted on the WEDD RFA website at:

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/WEDD-RFA>

CONTACTS

Further information may be obtained from the Chancellor's Office contacts indicated below. Information regarding this LOI obtained from sources other than these contacts may not be accurate. Email inquiries preferred.

Technical Assistance

Name: Jennifer Xiong-Moua

Title: Community College Program Manager

Phone: 916-327-8721

Email: nursingapps@cccco.edu

Nursing Enrollment Grant FY 2024-2025 – Letter of Intent

APPENDIX A – Glossary of Terms

Term	Definition
Associate Degree in Nursing (ADN)	An ADN is an undergraduate degree that allows students to gain core knowledge and clinical skills in the field of nursing. On successful completion of the ADN program the student is eligible to sit for the NCLEX-RN licensing exam.
Registered Nurse (RN)	An ADN is one pathway taken to become a Registered Nurse. Those who complete an ADN are eligible to take the NCLEX-RN, a board examination that determines eligibility for RN licensure in the United States.
National Council Licensure Exam (NCLEX-RN).	The NCLEX-RN is a nationally recognized examination required to become a registered nurse. The examination is developed and maintained by the National Council of State Boards of Nursing (NCSBN).
California Board of Registered Nursing (CA-BRN)	The CA-BRN is the California state body responsible for regulating RN licensure, and pre-licensure educational programs, among other duties. “The BRN has the authority to approve registered nursing ... programs in California. The purpose of approval is to ensure the program's compliance with statutory and regulatory requirements. Prelicensure nursing programs must be approved by the BRN” at https://www.rn.ca.gov/education/programs.shtml .
Guardrail allocation	Refers to the allocation of a college where it will not experience decrease funding by greater than 15% from its prior year's allocation.

Nursing Enrollment Grant FY 2024-2025 – Letter of Intent

APPENDIX B – Letter of Intent to participate in the nursing program with the California Community Colleges Chancellor's Office

I hereby certify that **Insert Name of College**, within the **Insert Name of Community College District**, intends to participate in the Associate Degree in Nursing (ADN)/ Registered Nurse (RN) program, and if selected for a grant award, will select and commit the required faculty/staff team, and college resources to implement the ADN/RN program offering at our College.

I understand that by submitting this signed Letter of Intent, **Insert College Name** is willing to commit college personnel and resources required and necessary to support and ensure the success and completion of the nursing program scope.

District/College	Signatures
District/College Chief <i>Executive</i> Officer (or authorized Designee) Name, title	
District/College Chief <i>Instructional</i> Officer (or authorized Designee) Name, title	

****Note: Fillable PDF version of Appendix B available at <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/WEDD-RFA>**