



MEMORANDUM

June 19, 2024

22-012 | Via Email

TO: Chief Executive Officers
Chief Instructional Officers
Chief Business Officers
Chief Student Services Officers
Career Technical Education Deans
Regional Consortia Chairs
Nursing Directors

FROM: Anthony Cordova, Vice Chancellor
Workforce and Economic Development Division

CC: Dr. Lucia Robles, Dean
Workforce and Economic Development Division

RE: FY2024-25 Letter of Intent – Associate Degree in Nursing/Registered Nurse Programs

The California Community Colleges Chancellor's Office is pleased to announce the release of the Letter of Intent (LOI) for the Associate Degree in Nursing/Registered Nurse programs for Fiscal Year (FY) 2024-25. The purpose of the LOI is to solicit and identify community college districts wishing to participate in the expansion of student nursing program cohorts, reduce attrition, and increase completion. Based on the LOIs submitted to the Chancellor's Office, grant funding will be issued to colleges under a funding formula established in FY2024-25.

Nursing Program Funding

A goal of the Chancellor's Office is to gradually adjust the allocation formula to be in full compliance by 2028 [Education Code Section 78261]. Colleges and programs will have time to adapt their practices to meet the requirements of the allocation structure. The funding formula transition places colleges into one of two categories, based on the nursing program's outcomes data provided to the Chancellor's Office by colleges for the past six 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.¹
2. **Growth** – any program that does not have issues with attrition or equity will be invited to grow their program by from one to three cohorts. A cohort is defined as a group of a minimum of eight students.²

¹ [Education Code Section 78261(d)(1)]

² [Education Code Section 78261(b) and (d)]

Successful applicants should be ready to implement the requirements of these specifications as soon as the funds are available. The grant duration is for two years (23 months) and is expected to run August 1, 2024, to June 30, 2026.

Letter of Intent Submission

To be awarded, a completed application and signed Letter of Intent to Apply (LOI) must be signed and submitted in NOVA by **July 17, 2024, by 5:00 P.M.** Once the applications have been submitted in NOVA and colleges have validated their data, 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 submit a revised budget and workplan for any additional supplementary funds.

For more information, refer to the following:

- For full details on the LOI, refer to the [WEDD RFA website](#).
- Information how to submit the application in NOVA will be forthcoming on the WEDD RFA website.

If you are new to NOVA and would like to have an account created for you, please 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 have a change in your Nursing Program leadership, or have NOVA questions, please utilize the helpdesk functionality in <https://nova.cccco.edu/help>.

Training Webinar

The Chancellor's Office staff will host a webinar to provide an overview of the application submission process in NOVA and offer applicants an opportunity to ask additional clarifying questions. The webinar will be recorded and available on the WEDD RFA website.

- Date and Time: June 27, 2024, at 10:00 AM PDT
- Webinar Registration:
https://cccconfer.zoom.us/webinar/register/WN_B8elhhjuTKqvwCHyJNND7Q

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

Questions

Please submit any questions about this funding opportunity to Jennifer Xiong-Moua at nursingapps@cccco.edu