



## English Language Learner (ELL) Healthcare Pathways Frequently Asked Questions (FAQ)

### Definitions

#### 1. How do you define “ELL”?

“ELL” is defined as “English language learner.”

#### 2. How do you define “pathway”?

“Pathway” is defined as a series of structured and connected education and training programs and support services that enable students, often while they are working, to advance over time to better jobs with higher wages and higher levels of education and training. Each step on a career pathway is designed explicitly to prepare students to progress to the next level of employment and/or education. Career pathways target jobs in in-demand industries of importance to regional economies across the state. They are designed to create avenues of advancement for the underemployed, the unemployed, the formerly incarcerated, incumbent workers, new and future labor market entrants, and to produce a steady supply of qualified workers for employers.

### Eligibility Questions

#### 3. How was eligibility determined for the ELL Healthcare Pathways funding?

Eligibility for this funding was jointly developed by an interagency workgroup using a data-driven approach aimed to meet labor market demand and community needs. The data-driven selection criteria identified and *ranked* eligible California Adult Education Program (CAEP) consortia for this investment by using verifiable and validated data from state and nationally recognized sources. Eligibility was determined by an “index score” which is a combination of all factors relative to the other consortia. There is no objective standard by which a consortium is or is not eligible to apply. The consortia with the highest index scores were invited to apply. You may view the selection criteria in the [Letter of Intent](#).

#### 4. I am not a consortium member or a consortium. How can I participate in the ELL Healthcare Pathways program?

Only identified CAEP consortia invited to apply in the [Chancellor’s Office Memo](#) may submit a Letter of Intent.

#### 5. Are regional occupational programs (ROPS) that are members of our consortium eligible to apply?

Members of the eligible CAEP consortia invited to apply, include the 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. Only consortia are eligible to apply, receive, and

distribute funding. Consortia may work with member partner programs if they fulfill the requirements of the LOI and are approved by all members of the consortia.

**6. I'm a consortium member. How can I participate in the ELL Healthcare Pathways program?**

Members should connect with their local consortium to participate in this funding opportunity. To view a list of CAEP consortia [click here](#).

**7. My consortium was not invited to apply. How can we become eligible for future rounds or years of this funding?**

Eligibility for future rounds of funding have not yet been established by the Interagency Group as we are focused on releasing funding for year one at this time. The Chancellor's Office will work collaboratively with the Interagency Group to make these determinations and provide the field with updates once they are available.

**8. My consortium was invited to apply for round one funding, is there an opportunity for members in our consortium who do not participate in Year 1, to participate in Year 2 or Year 3 funds?**

This application is focused on round one (FY2023-24) funding, thus the workplan must include members participating in this year's pathway development. Round two and future-year funding will be determined separately and may require a separate application process.

## General/LOI Requirement Questions

**9. Where can I find a recording of the Informational webinar and PowerPoint (PPT) Slides?**

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

**10. Can a program structure include collaborations between member LEA's and Community Colleges of the consortium where one agency provides the career curriculum and another agency provides the English language instruction, in support of an IET styled program?**

Yes, this is acceptable. However, the consortium and members must adhere to their regulations and education code when reporting student attendance and claiming Full Time Equivalents (FTES) or Average Daily Attendance (ADA). A consortium submitting a single application will need to identify the member partnerships in NOVA including budget breakdown for each participating member and include a descriptive narrative on the healthcare occupational pathways being developing and accelerated learning models being adopted into the workplan sections.

**11. What is meant by dual enrollment, co-enrollment, and bridge programs?**

Legislation for this funding calls for the development of healthcare pathways for English Language Learners. Consortia have the discretion to implement an accelerated learning model to accelerate student completion rates. Models 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.

For dual enrollment programs, [SB 554](#) legislation expanded adult education dual enrollment opportunities to include students pursuing a high school diploma or a high school equivalency

certificate to enroll as a special part-time student at a community college. This change allowed adult students to participate in dual enrollment under Education Code section 76001.

**12. What types of programs can be included under the Social and Human Service Assistants pathway to request funding? We are considering Community Health Worker occupation as a potential entry-level Allied Health occupation for ELL.**

The allowable jobs represented by the occupational title “Social and Human Services Assistant (SOC 21-1093)” are typically prepared for by these [TOP codes](#) (in order of relevance):

1. TOP 2104 Human Services
2. TOP 1261 Community Health Care Worker

**13. The timeline of Sept. 8 for grant application submission is not achievable given the number of approvals and Board votes needed (both consortium level and at Member District level). Is the Chancellor’s Office able to provide an extension to submit the application, workplan, and budget?**

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 September 8, 2023, by 5:00 pm.**

Should an extension be necessary, an extension will be granted upon a formal consortium request made via email to [caep@cccoco.edu](mailto:caep@cccoco.edu). Granted extensions will provide an additional 60 days to complete the required workplan and due no later than **November 6, 2023**. **Please Note:** A consortium invited to apply that is requesting an extension and is interested in this funding, must still submit the Letter of Intent to Participate ([Appendix A](#)), along with the identification of the Fiscal Agent and Project Lead Contacts, commit to the Assurances, and include a preliminary budget in NOVA by the **September 8<sup>th</sup>, 2023 deadline**. This will ensure the Chancellor’s Office receives commitment letters from interested Grantees and is able to disburse funding in a timely manner to the designated Consortium Fiscal Agent. A Consortium will still have the extended 60-day window to work on developing the workplan in NOVA and provide a comprehensive budget level breakdown.

**IMPORTANT DEADLINES:**

Due September 8 <sup>th</sup> , 2023*	If Requesting Extension: Due November 6 <sup>th</sup> , 2023
<ul style="list-style-type: none"> <li>• Letter of Intent to Participate (<a href="#">Appendix A</a>)</li> <li>• LOI Deliverables (NOVA application section):                             <ul style="list-style-type: none"> <li>• Assurances* (NOVA: Details)</li> <li>• Project Lead* (NOVA: Contacts)</li> <li>• Fiscal Agent* (NOVA: Contacts)</li> <li>• Partners for budget distribution (NOVA: Collaborative Partners) *</li> <li>• Preliminary partner budget/s* (NOVA: Budget)</li> </ul> </li> <li>• Letters of support from employers and partners (NOVA: Supporting Documents)</li> <li>• Remainder of Workplan (NOVA: Program Workplan)</li> </ul>	<ul style="list-style-type: none"> <li>• Letters of support from employers and partners*</li> <li>• Remainder of Workplan*</li> </ul>

**\* Required September 8<sup>th</sup> – NO EXTENSION AVAILABLE.** This information is needed to disburse funding to the designated Consortium Fiscal Agent that is identified. Changes can be made to all sections except “Details” during the extension period, if requested.

#### **14. Can you explain unmet demand?**

For the purpose of this funding, unmet demand is the number of openings for an occupation vs. the number of graduates being produced by educational institutions within the region.

#### **15. How are living wage and other requirements defined?**

Living wage is calculated at the county level. The Insight Center figures out the hourly or yearly wage one needs to live in a particular county with any combination of children. Living wage figures are drawn from the Family Needs Calculator produced by the Insight Center for Community and Economic Development at <https://insightcced.org/family-needs-calculator/> from Self-Sufficiency Standard at the Center for Women’s Welfare, University of Washington from the 2021 Data Set by county.

#### **16. If I establish a new CTE program, do I need to adhere to the Ed Code for that process?**

All new programs must adhere to the requirements stated in regulations and Education Code for accredited programs. Consortium must also abide to CAEP Education Code [84906](#), along with district policies when establishing new CTE programs using these grant funds.

#### **17. Do partners need to be California businesses? Could a grantee partner with an out of state hospital or clinic?**

This funding opportunity is intended to serve California residents, partners will need to be located in California.

#### **18. Are consortia at the core of the review and workplan development? Would this be a regional approach through its memberships and partners?**

The intent is for Consortia and members to work collaboratively in the application and Healthcare Pathways development. 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. The eligible consortium will submit a single application on behalf of the consortium in NOVA by the deadline.

#### **19. Is there opportunity for 501(c)3 training organizations to join regional consortia?**

The California Adult Education Program [website](#) details who may become a member of a consortium. For the ELL Healthcare Pathways program, consortia may partner with, both internal and external partner programs, however, only consortia member programs may be funded.

### Reporting/NOVA Questions

#### **20. Is the ELL Healthcare Pathways application available in NOVA? I was having trouble accessing the application.**

Yes, the application is available and accessible in [NOVA](#). To log in, ALL applicants need to follow the **First-Time Log In** instructions to be able to gain access to the full application, even if you already have a NOVA log in. If you are having trouble accessing the full application, please reach out to [caep@cccoco.edu](mailto:caep@cccoco.edu) or NOVA Technical Support <https://nova.ccccoco.edu/request-access> for assistance.

**21. For the “Counts of” area under metrics, can the ELL students be enrolled and/or complete a credit healthcare program, or do these areas only pertain to noncredit/adult ed vocational programs?**

This funding is permissible towards noncredit and K12 adult education programs only. Credit and not for credit programs are not eligible. Therefore, reporting will be similarly aligned.

**22. Can metrics be counted across consortium partners with students taking ESL classes with one member and completing healthcare pathways with another member?**

This may be possible as long as double counting is not occurring. Keep in mind metric count is at the member level and then aggregated to the consortium level. Further guidance on metrics and outcomes reporting will be made available.

**23. If we are proposing new CTE certificate programs, will we be expected to show student data and report student outcomes within the first-year timeframe? Or could we propose a new pathway with expected student data to be reported by the second year? Note: we would like to propose multiple pathways including existing Healthcare Certificates (Nursing Assistant) as well as at least one new pathway that would require new curriculum development and approval. Would this be acceptable?**

Consortium and their participating members have 24 months to execute their workplan for this program. Planning may be a part of the 24 months as it is recognized that the first year will likely be dedicated to setting up the program. Reporting of counts and outcomes will still be required. This funding also allows for the establishment of new programs or enhance/expand existing programs.

**24. Will there be data matched from EDD for reporting Employment and Earning gains? How do we report wages for those placed in employment?**

Consortia must capture and report data required and outlined in the Grantee Commitments which will be reported in NOVA on a bi-annual basis by participating programs. Additional clarity on reporting requirements is under discussion and will be released in future communications.

## Funding/Budget Questions

**25. When will funds be dispersed for FY 2023-24? Will carryover be allowed for each funding year for this grant?**

FY 2023-24 funds will be disbursed to the designated Fiscal Agent early in the second quarter (Q2, October 2023). This date is contingent upon the consortium submitting the Letter of Intent and application requirements by September 8, 2023. This may also include Consortia with granted extensions who submit required preliminary information by the September 8th deadline as outlined in Question 11.

Year one (FY 23-24) funds are to be spent within the allotted 24-month spending period. Carryover

beyond the 24 months spend period will not be allowed. If consortia and its funded members are not able to expend all funds within the period, the funds will be returned and added to the next round of funding for this grant. Year one funding timeline: October 1, 2023-September 30, 2025.

**26. How much of indirect costs are allowed? Are indirect costs allowed to be charged by each participating member or only once by the fiscal agent?**

The maximum amount of indirect costs allowed from this grant is 5% and must be equally shared with the consortium members who provide training and support for students and the Fiscal Agent. The Fiscal agent will be required to split the indirect with the members that are providing the services to students.

**27. Certain healthcare pathways require capital investment (i.e.: pharmacy technician labs, equipment, etc.). What is the limit, per the grant, for capital investment? What approvals are needed by CDE or CCCC for capital investment?**

Consortium members must follow local procurement policies and procedures related to capital outlay investments. This would include district facilities approval, following procurement processes, notification of state agency departments, and equipment purchase justification outlined in the workplan budget sections.

Capital outlay expenditures need to be submitted by the requesting Member-district to the consortium's governing board for review and approval. Once the consortium has reviewed and approved, the consortium will send an informational email to the Chancellor's Office to inform them of the proposed expenditures.

Equipment: For the purposes of this grant, equipment includes low value assets of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of the capitalization level established by the institution for financial statement purpose. Equipment with a value higher \$5,000 must obtain prior approval before purchase from the CAEP Consortia. Any equipment requested within the ELL Healthcare Pathways grant will be closely scrutinized to determine purchases meet the intent of the funding and show long-term sustainability.

**28. Can Consortium Members use funding for planning in the first semester and implement programs in the second semester of this fiscal year? The planning is necessary to map out integration between ESL and CTE instructors, so that the terminology and curriculum units are complementary and mutually supportive throughout the semester.**

Consortium and their participating members have 24 months to execute their workplan for this program. Planning may be a part of the 24 months. We will not be granting extensions at this time. Unspent dollars at the completion of the 24 months will need to be returned to the CO.

**29. Please provide guidance on a program which is submitted for Academic Senate/CCCCO approval, but the approval is denied?**

All programs that require approval need to follow local and state procedures for program approvals. Consortia members who participate with these funds must also follow local approval processes for new programs.

### **30. Will the application/workplan be for the three-year commitment or just year one?**

The proposal/application due on Friday, September 8, 2023, is for the use of first year funds only as the Chancellor's Office will only be disbursing year one (FY 23-24) funding at this time. Year one funds will have a 24 month spend down timeline from the October 2023 disbursement.

### **31. Since this funding is considered a Grant, would supplanting be an issue? Can we braid funding?**

Yes, this funding opportunity is considered a grant. For disbursement, the process will be distributed via apportionment. These funds can be supplemented, but not supplanted. Braiding of funding is also encouraged to maximize outcomes.

### **32. Are partners (not Consortium member agencies) able to be subgrantees for services or become funded partners?**

Funding is limited to members of the consortium that will be participating in the development of ELL healthcare pathways. However, funds may be used to support costs associated with the development of ELL Healthcare Pathways. This grant also requires a Consortia to demonstrate evidence of employer commitment and regional collaboration leveraging local resources and partnerships and identifies how partnerships will be sustained post-grant award.

### **33. What authority does a Consortium Director have to manage a grant?**

The Adult Education Consortium will need to designate and identify the Lead representative that will oversee the project objectives, deliverables, outcomes, and reporting requirements tied to this specific healthcare funding. The Consortium has the discretion to select a designee.

If the consortium is a fiscal agent, does it manage the program in any way?

The decision on who will manage the program is for the members of the consortium to agree upon. The consortium will need to designate a lead Fiscal Agent for the consortium to pass through funding to members that will participate in the pathway development. This designated lead Fiscal Agent will serve as the certifying authority on behalf of the consortium and will be responsible for submitting the LOI application and workplan via NOVA. The designated Fiscal Agent must have the capacity to manage the grant funds and pass through funding to the participating members in a timely manner. This also applies to presently direct funded CAEP Consortia, as ELL Healthcare funding will be allocated via a fiscal agent funding channel.

### **34. Can ELL Healthcare Pathways funding be used for credit programs?**

This funding is only allowed for Adult Education programs, including noncredit and K-12 adult education programs.

### **35. Can funds be used for CTE teacher recruitment, professional development, or to pay CTE teachers for time spent completing their teaching credential?**

Allowable expenditures include professional development. However, funds may not be used to pay CTE teachers for time spent on completing their teaching credential and teacher recruitment.

### **36. Are credit healthcare programs at Community Colleges allowed to participate in the grant via**



**IET or dual enrollment, or is this funding only for non-credit programs? What about partnering with non-credit college programs that are fee-based to the public?**

This funding calls for the development of healthcare focused vocational pathways for English Language Learners across all levels of English proficiency through Adult Education programs. Funding is allowable for noncredit/K-12 adult ed programs (similar to CAEP). Funding may not be used toward credit programs.

**37. Are the 7 healthcare occupational programs listed be the only programs that can be included in a potential proposal, or can a new healthcare vocational program be created?**

Grantees may submit a proposal to develop a healthcare pathway program based on a healthcare occupation that might not be listed in the [Letter of Intent](#). The grantee will be required to identify the occupation in the workplan and provide a rationale for selecting the occupation that demonstrates living wage outcomes supported by state and nationally recognized data sources (e.g., regional labor market data), programs are encouraged to utilize their regional center of excellence to assist with the identification of programs that meet a labor market demand.

**38. Can these funds be used to support ELL students who are under 18?**

The Adult Education Program is restricted to serving adults 18 years of age or older. This funding is also limited to serving adults 18 years of age or older.

**39. Most CTE classes have a mixture of ELL students and non-ELL students, what is the guidance on how to use these funds to support this mix of students?**

ELL Healthcare funding is intended to serve English language learners across all levels of English proficiency. Students include those in the approved [CAEP Program Areas](#) and based on the minimum required competency level needed to succeed in the healthcare pathway. Consortia have the discretion to implement accelerated learning models to accelerate student completion rates.

**40. Can agencies who only offer one component of the grant focus areas partner with another to provide the comprehensive services? (i.e.: one adult school provides the ESL instruction and support, while another adult school provides the healthcare career training)**

Yes, as long as the partnering agency is a member of the consortium. The consortium submitting a single application will need to identify the member partnerships in NOVA including budget breakdown for each participating member and include in the workplan sections. Funding must only be distributed to members of the consortia participating in the development of ELL healthcare pathways.

**41. May the funds be used to assist in student eligibility for paid internships and employment, such as background investigations, immunizations, licenses exams fees, or uniforms?**

Since these are Proposition 98 funds, they are limited to gifting of public funds restrictions. Therefore, subsidizing of wages is non allowable. 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. We also encourage consortium and members to braid and leverage external funding and community resources to support students achieve intended program outcomes.