



CALIFORNIA
ADULT EDUCATION
PROGRAM

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE
Workforce and Economic Development Division

In partnership with the

California Department of Education

LETTER OF INTENT

For

California Adult Education Program Consortia

to participate in the

English Language Learner Healthcare Pathways

July 2023

Background

Under the Governor’s Care Economy Workforce Development Package, the Budget Act of 2022-23 included a one-time \$130 million appropriation of Proposition 98 funds to support a three-year program to develop healthcare-focused vocational pathways for English language learners (ELLs) across all levels of English proficiency through Adult Education programs.

To maximize legislative intent and program outcomes, the California Community College Chancellor’s Office, the California Department of Education, the Labor and Workforce Development Agency, and the California Health and Human Services Agency formed an interagency workgroup and jointly developed a data-driven approach to determine the California Adult Education Program (CAEP) Consortia that are eligible for this investment.

\$30 million in funding is available for this FY 23-24 ELL Healthcare Pathways initiative.

Additional funding for round two (FY 24-25) and round three (FY 25-26) will be contingent upon the required reporting of positive outcomes produced by the grantee aligning with the objectives for this intended funding.

This investment is an opportunity for members of a CAEP consortia, including community college districts and local education agencies, to lead in the development of building adult education healthcare vocational pathways within their respective regions.

Letter of Intent Overview

To become a Grantee for this investment, CAEP Consortia identified in the [Chancellor’s Office Memo](#) interested in applying must submit a single application of Intent in the Chancellor’s Office [NOVA](#) system, which includes the signed Letter of Intent ([see Appendix A](#)), a project workplan, budget estimate, and signed Letter of Support from employer and partnerships, on behalf of the consortium and its members by **5:00 p.m., Friday September 8, 2023**.

CAEP Consortia must agree to comply with all the Grant requirements and commitments articulated below.

- This funding source is specific to achieving the intended outcomes to develop healthcare pathways for adult learners and is separate from the Adult Education Block Grant, or CAEP appropriation funding.
- The funding shall be used to support existing healthcare vocational programs or new pathways in the following* healthcare occupational pathway programs:
 - I. Dental Assistants
 - II. Emergency Medical Technicians
 - III. Medical Assistants
 - IV. Nursing Assistants

- V. Pharmacy Technicians
- VI. Phlebotomists
- VII. Social and Human Service Assistants

*Grantees may submit a proposal to develop a healthcare pathway program based on a healthcare occupation that might not be listed above. 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).

- Grantee shall designate and identify the Lead representative(s) and member institution(s) that will oversee the project objectives, deliverables, outcomes, and reporting requirements tied to this specific healthcare funding.
- Grantee shall 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.
- Grantee shall submit a Program Workplan by **Friday September 8, 2023**, that:
 - i. Describes the input, activities, outputs, outcomes, and impact of the proposed ELL healthcare pathway(s) that informs and ensures funding outcomes.
 - ii. Demonstrates thoughtful consideration of program partners and how they were selected by providing a rationale supported with regional, state, and national data, for agency member selection, 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.
 - iii. 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:

- Bridge programs
- Dual/co-enrollment
- Integrated Education and Training (IET)
- Pre-Apprenticeship
- Work-based learning

- iv. 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.
- v. Identifies career & student support resources that will be utilized to enhance student outcome achievement. This includes, but is not limited to, services for refugee and immigrant adult learner populations, access to tutoring, academic advising, student support services, career guidance, case management, success coaching, etc. These supportive services can include both on campus and community resources.
- vi. Provides a detailed program budget with object-level codes & clear narrative for consortium and individual member(s) participating in this funding opportunity. Budget breakdown must include how the funds will be distributed for each fiscal year of the proposed work, including expenditure line item, all services, materials, salaries, instruction, etc. Indirect costs should not exceed 5 percent.
- Grantee shall track student data and report bi-annual expenditure and progress reports in NOVA throughout the grant performance period to ensure measurable gains. Impact metrics and outcomes include:
 - i. Counts of:
 - Number of student participants enrolled in the healthcare pathway program
 - Number of participants who complete the healthcare pathway program
 - ii. Outcomes on the:
 - Percentage of ELLs who complete a healthcare vocational pathway training/certificate,
 - Percentage of ELLs who transition into a post-secondary healthcare education pipeline,
 - Job placement rates for ELLs completing the identified healthcare vocational pathway program/s, and
 - Earnings for ELLs who complete a healthcare vocational pathway

Eligibility

The selection criteria identified eligible CAEP consortia for this investment by using verifiable and validated data from state and nationally recognized sources. The selection criteria include:

- I. Percentage of regional residents who are ELL [United States Bureau of Census (U.S. Census)]
- II. Growth of ELL residential population (U.S. Census)
- III. CAEP students who are ELL [Chancellor's Office (CO) LaunchBoard]
- IV. Difference between the percentage of CAEP students who are ELL and the percentage of regional residents who are ELL (U.S. Census/CO LaunchBoard)
- V. Regional Poverty Rate (U.S. Census)
- VI. The regional unmet demand (estimated demand less supply pipeline) for seven identified occupations that provide a minimum livable wage:
 - a. Dental Assistants
 - b. Emergency Medical Technicians
 - c. Medical Assistants
 - d. Nursing Assistants
 - e. Pharmacy Technicians
 - f. Phlebotomists
 - g. Social and Human Service Assistants

For the purposes of eligibility, these statistics are considered as percentages. This allows for a fair comparison between large/small and rural/urban Adult Education consortia across the state. Eligible members of a CAEP consortium include California community college districts and K12 local educational agencies. Members should connect with their local consortium to participate in this funding opportunity.

Available Funding

Grant awards are determined using a two-step identification process. The first step is a flat allocation amount of \$150,000 to each eligible consortium for FY 23-24. The second step of the funding process is to distribute the remaining funding, based on a formula that references the consortium's data and uses the following variables and weights:

- 50% ELL Students
- 50% ELL Residents

Available grant awards are identified in the Chancellor's Office Memo, [Exhibit A](#). Funding is specific to achieving the intended outcomes for the \$130M ELL Healthcare Pathways investment. As a result, funding must only be distributed to members of the consortia participating in the development of ELL healthcare pathways and, therefore, is not intended to be distributed across all members. 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. Match is not required; however, consortia and members are encouraged to show how other funds will be leveraged.

Grant Duration

\$30 million in funding is available for this FY 23-24 ELL Healthcare Pathways initiative. Additional funding for round two (FY 24-25) and round three (FY 25-26) will be contingent upon the required reporting of positive outcomes produced by the grantee aligning with the objectives for this intended funding.

Letter of Intent Application Submission

Eligible CAEP consortia must submit a single completed application, including the signed Letter of Intent ([see 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, September 8, 2023.**

Informational Session

There will be an informational session for this funding opportunity on **Wednesday, July 26, 2023, from 12:00 – 1:30 p.m.** to present an overview of the project and answer questions.

Interested parties can register for the event at:

https://cccconfer.zoom.us/webinar/register/WN__ty3DMAtSaeQlqX3Yqgpzw

Questions

Written questions concerning the specifications of this Letter of Intent must be submitted via email to caep@cccoco.edu by **5:00 p.m., Wednesday, August 2, 2023.**