



California  
Community  
Colleges

**CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE  
Workforce and Economic Development Division (WEDD)**

**LETTER OF INTENT**

**for**

**Associate Degree in Nursing/Registered Nurse Programs**

**Fiscal Year (FY) 2023-2024**

**Specification for a New Funding Model**

**Two-Year Nursing Grants: Retention and Growth**

**Amended on July 1, 2023**

Summary of amended items:

- Fiscal Reporting Timeline update

**Amended on September 12, 2023**

Summary of amended items:

- Under “Reporting Requirements,” a paragraph on explaining that the Chancellor’s Office may recover unencumbered funds.

# Nursing Grant Award FY 2023-2024 – Letter of Intent

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## **Nursing Grant Award FY 2023-2024 – Letter of Intent**

### **BACKGROUND**

Education Code section 78261 et. seq., (SB 139, Scott), enacted in 2007, provides funds authorized by the State of California for the California Community Colleges Nursing Enrollment Growth and Retention Program. In part, the intent of the legislation is 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).

### **LETTER OF INTENT OVERVIEW**

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.

Therefore, this Letter of Intent (LOI) focuses on expanding student nursing program cohorts, decrease attrition, and increase program completion and National Council Licensure Examination (NCLEX) pass rate.

For colleges to qualify for nursing grant funding, they must meet the requirement to reduce attrition rate to 15 percent, increase completion, and expand nursing program enrollment. Community college nursing programs must meet the specific legislative requirements to access these funds. *[Education Code, Section 78261(d)(1)]*

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

### **ELIGIBILITY**

All active California Community College ADN programs are eligible. The Nursing Growth and Retention grants are non-competitive. To be awarded, complete the application and submit a Letter of Intent 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.

### **PROGRAM ALLOCATION**

The allocation formula for Nursing Retention and Growth grants is being updated 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 will be rolling out the updated allocation model in such a way that it minimizes disruption of current nursing program funding. No college will experience a single

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year cut in allocations of greater than 15 percent of its prior year's allocation.

In addition to growth and retention, the program legislation requires an equity focus. This focus is in alignment with the Vision for Success, to ensure that programs are serving their communities in an equitable manner.

To ensure achievement of this goal of the legislation, any college's ADN program accepting these funds must also agree to collect and report demographic data regarding their students. Also, future enhancements to the allocation formula will include targets to close equity gaps.

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 new allocation structure.

### **FIRST PHASE**

The first phase (FY 2023-2024) of this 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 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. *[Education Code Section 78261(d)(1)]*
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. *[Education Code Section 78261(b) and (d)]*

For the purposes of determining how colleges were eligible for each category we used 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 are being given at least \$2,430.00 for each student in their projected class, based on an average of their last 3 years of enrollment.
2. As a result of the Chancellor's Office commitment to not reduce any program's funding by more than 15 percent, protections were put into place to ensure minimal impact to colleges. Therefore, some Retention colleges will receive more than the base of \$2,430.00 per student in FY 2023-2024 to ensure a transition to this new allocation formula.
3. Colleges in this category will be required to submit a workplan detailing how they plan to spend their FY 2023-24 allocation on addressing the high attrition rate their program is experiencing. Per *Education Code, Section 78261(d)(1)*, *Community college ADN/RN nursing programs receiving a Retention grant must work on improving their attrition rate to 15 percent or less.*

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Example Table 1:

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

In Table 1 above, 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.

1. If a college that has less than 15 percent attrition and high graduation rates, they are placed in the "Growth" category. The FY 23-24 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. ( $\$5700 \times 8 = \$45,600 \times 2 \text{ years} = \$91,200$ ) 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 to expend those dollars. *Colleges are able to 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.*

## SECOND PHASE

The second phase (FY 2024-2025) will include Regional Equity Demand.

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 ADN/RN nursing program, that college will be considered to have a high attrition rate and be placed in the "Retention" category. Colleges in this category will be required to spend their FY 2024-2025 allocation on addressing the high attrition. Per *Education Code, Section 78261(d)(1)*, *Community college ADN/RN nursing programs receiving a Retention grant must work on improving their attrition rate to **15 percent or less**.* (See Table 1 example)
2. If a college that has less than 15 percent attrition and high graduation rates they were placed in the "Growth" category. The Fiscal Year (FY) 24-25 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. 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 to expend those dollars. *Colleges are able to add additional students beyond the minimum funded 8-person cohort(s) up to the maximum allowed by the clinical site but cannot go below the 8-student minimum to count it as a funded cohort.*

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3. Regional equity demand will be factored in based on the demand distribution for the region in which a program is located. Unmet demand for nursing is not evenly distributed throughout the state. The realignment in phase two will allocate additional cohorts regionally, based on the representation of unmet demand by region. *For example, if a region has 10 percent of the State's unmet demand for nursing, then 10 percent of the **new cohort** funding will be assigned to that region.*

### THIRD PHASE

The third phase (FY 2025-2026) will include equity outcomes data.

1. If a college has failed to meet the 15 percent attrition threshold in at least three of the last six years and at least one of the last two years in ADN/RN nursing program, The college will be considered to have a high attrition rate and be placed in the "Retention" category.
2. Colleges in this category will be required to spend their FY 25-26 allocation on addressing the high attrition rate. Per *Education Code, Section 78261(d)(1), Community college ADN/RN nursing programs receiving a Retention grant must work on improving their attrition rate to **15 percent or less**.* (See Table 1 example)
3. If a college that has less than 15 percent attrition and high graduation rates they were placed in the "Growth" category. The FY 2025-2026 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. 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 to expend those dollars. *Colleges are able to add additional students beyond the minimum funded 8-person cohort(s) up to the maximum allowed by the clinical site but cannot go below the 8-student minimum to count it as a funded cohort.*
4. Regional equity demand will be factored in based on the demand distribution for the region in which a program is located. Unmet demand for nursing is not evenly distributed throughout the state. The realignment in phase three will allocate additional cohorts regionally, based on the representation of unmet demand by region. *For example, if a region has 10 percent of the State's unmet demand for nursing, then 10 percent of the **new cohort** funding will be assigned to that region.*
5. In addition to regional equity, the third phase will add an additional metric; the extent that nursing students are representative of the overall student body and the communities in which they will serve. Colleges are expected to enroll students who are demographically similar to the college and community and to ensure that all students have equal opportunity to be successful. The Chancellor's Office will collect data on the demographics of students and completers. It is expected that by the end of the third phase of the grant, there will be enough rigorous data to add a third category to the "Growth" and "Retention" colleges, which will be called "Equity." Colleges will be

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flagged due to nonrepresentative student groups or significant gaps in success rates among traditionally underrepresented groups. They will be expected to use funding to address these issues as well as growth and retention.

When the implementation is complete, the allocation formula will take all the factors into consideration when determining how to allocate dollars using data provided by the participating nursing program.

In accepting these funds, nursing programs are required to report clinical site data in NOVA according to the reporting requirements [*Education Code 78261(g) (1-8)*].

### **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.

### **PROGRAM ALLOCATION**

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 and Retention) based on data analysis conducted by Chancellor's Office staff.
3. The number of funded cohorts has been determined to be 100 by the State of California. This number may fluctuate depending on how many colleges in the "Growth" category are applying for the Growth grant.
4. In the future, cohorts will be distributed to regions using the eight-region model. This will be done based on unmet demand for nursing jobs. Regions with greater projected unmet demand will be assigned more cohorts.
5. Within each region, 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 needs. If a college requests fewer cohorts than are available, excess cohorts will be redistributed to other regions.
6. Remaining funding for "Retention" colleges will be distributed based on the number of students enrolled over the last three years.

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### STATEMENTS 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, clinical site data, and demographic information on enrolled students such as race/ethnicity, age, and gender.
- 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(b)*].
- Growth Colleges will assure the Chancellor's Office that they will have an attrition rate of 15 percent or less for the year prior to application for funding. [*Education Code Section 78261(b)(1); (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 as defined in this article, i.e., [*Education Code Section 78261(b)(2) and (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)(1))*]
- 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 prenursing 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.

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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.

Colleges submitting applications in NOVA must understand and agree to the above specified assurances provided in the Letter of Intent.

### **REPORTING REQUIREMENTS**

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 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.

Grantees must report project and expenditure data to the state in a timely, thorough, and accurate manner. Grantees will report expenditures and provide a progress report to the Chancellor's Office on a bi-annual basis each year. A Final Report Narrative and a Final Report of Expenditures will be required. Refer to the timeline below for due dates.

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

### **SUBMIT FISCAL REPORTING IN NOVA TIMELINE DUE DATES**

<b>Fiscal Grant Year 2023-24 Reporting in NOVA Due Dates: Year 1</b>			
<b>Quarter</b>	<b>Due Date</b>	<b>Fall Start</b>	<b>Spring Start</b>
2 <sup>nd</sup> Quarter Year-to-Date Expenditure and Progress Report due	Wednesday, January 31, 2024	X	
4 <sup>th</sup> Quarter Year-to-Date Expenditure and Progress Report due	Wednesday, July 31, 2024	X	X

## Fiscal Grant Year 2023-24 Reporting in NOVA Due Dates: Year 2

Quarter	Due Date	Fall Start	Spring Start
2 <sup>nd</sup> Quarter Year-to-Date Expenditure and Progress Report due	Friday, January 31, 2025	X	X
4 <sup>th</sup> Quarter Year-to-Date Expenditure and Progress Report due	Thursday, July 31, 2025	X	X
2 <sup>nd</sup> Quarter Year-to-Date Expenditure and Progress Report due***	Saturday, January 31, 2026		X
<b>Final Expenditure Reports</b>	<b>Saturday, February 28, 2026</b>	X	X

*Note: \*\*\*Only applies to Spring Start.*

*Programs that only have Fall Cohort admissions are encouraged to submit their final expenditure reports by 8/31/2025.*

*When the reporting deadline falls on a weekend or holiday, all reports are due by close of business on the last working day prior to the reporting deadline.*

### LETTER OF INTENT SUBMISSION

The Letter of Intent signed by the authorized district/college signatories, written responses, and budget estimate must be submitted via to the Chancellor's Office **NOVA system** by **5:00 P.M., June 22, 2023**.

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.

For additional support and technical assistance, please visit: <https://nova.cccco.edu/help> to submit a NOVA Support Request ticket.

### GRANT DURATION

The grant duration is for two years (24 months), and is expected to run July 1, 2023, through June 30, 2025.

### WRITTEN RESPONSE AND BUDGET DETAIL

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Interested districts must provide the completed and signed Letter of Intent (see Appendix B for Letter of Intent Template), including written responses, and a budget estimate (see Appendix C).

### **NOVA TRAINING WEBINAR**

The Chancellor's Office staff will host an informational webinar to provide an overview of the application submission process, NOVA and offer applicants an opportunity to ask additional clarifying questions. Only one webinar will be provided for the funding period. The webinar will be recorded for posting on the [Chancellor's Office WEDD RFA website](#). Failure to attend the webinar will not preclude the submission of an application.

**Date and Time:** May 25, 2023, 1:30 PM (1330) PDT

#### **Webinar Registration:**

Register now!

[https://cccconfer.zoom.us/webinar/register/WN\\_sTEyMEtsT9qwOdX\\_Zyxf1g](https://cccconfer.zoom.us/webinar/register/WN_sTEyMEtsT9qwOdX_Zyxf1g)

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

### **LOI CLARIFICATION**

If any ambiguity, conflict, discrepancy, omission, or other error in this LOI is discovered, immediately notify WEDD and request a written clarification. A Frequently Asked Questions (FAQs) document and 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/Nursing-Grant-Award-LOI-2023-24>

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

### **QUESTIONS**

Questions about concerning the specifications and instructions in this LOI or funding opportunity must be submitted by email to [Nursingapps@ccc.co.edu](mailto:Nursingapps@ccc.co.edu).

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### 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 <a href="https://www.rn.ca.gov/education/programs.shtml">https://www.rn.ca.gov/education/programs.shtml</a> .

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### 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.

Additionally, **Insert College Name** have attach a written summary response (maximum of 4 pages) to the prompts identified in the Letter of Intent Notice.

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/Nursing-Grant-Award-LOI-2023-24>**

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### **APPENDIX C - DISTRICT/COLLEGE CONTACT LIST:**

Provide the information requested below in NOVA to identify individuals responsible to implement this nursing Growth and Retention grants.

<b>Project Team</b>			
<b>Role</b>	<b>Name</b>	<b>Title</b>	<b>Email and Phone</b>
District/College Chief Executive Officer (or authorized Designee)			
District/College Chief Instructional Officer			
Instructional Dean-Nursing			
Nursing Program Director (per CA-BRN)			
Other			

  

<b>Supporting Cast</b>			
<b>Role</b>	<b>Name</b>	<b>Title</b>	<b>Email and Phone</b>
Counseling Department Chair/ Dean			
Student Support Services Chair/Dean			
Other			

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### APPENDIX D – NURSING LETTER OF INTENT NOTICE: WRITTEN SUMMARY RESPONSE AND BUDGET DETAIL

[COLLEGE NAME]

*Note: NOVA will limit the number of characters for each response.*

**Growth:** Respond to these prompts if you are invited to request Growth funds.

1. How many nursing program cohorts are you planning to expand to for the fiscal year 2023-24?
2. Provide a narrative on how the college will use grant dollars to expand the nursing program cohort(s).
3. Describe how you will provide faculty and support staff to accommodate the number of cohorts requested.
4. What types of technical assistance or professional development(s) will your nursing program need to support the expansion of the nursing program cohorts, and how will it be obtained?
5. Describe how you will expand clinical capacity to accommodate the number of cohorts requested.
6. Describe how you will leverage other funding sources.

**Retention:** Respond to these prompts if you are requesting Retention funds.

1. Provide a narrative explaining how the college plans to use this funding to lower attrition rate below 15 percent as stated in statute?
2. Describe the implementation plan the college will utilize to increase students' success and retention in your ADN program including supportive services such as tutoring, case management, mentoring, and counseling services and program and financial supports to enrolled students to increase students' retention and completion in your program.
3. What is your plan to incorporate professional development for new and existing faculty?
4. How will you measure effectiveness of your proposed retention strategy to ensure student success?
5. Describe how you will leverage other funding sources.

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### **Budget Narrative**

Grantees shall provide a budget narrative in NOVA on how funding will be used for the nursing program.

### **Budget Detail Estimate:**

DISTRICT NAME:	
COLLEGE NAME:	

<b>Expenditure Category</b>	<b>Budget Details</b> (description, details, percentage of staff time or hours, etc.)	<b>Estimated Amount</b>
1000 Instructional Salaries		
2000-Non-Instructional Salaries		
3000-Employee Benefits		
4000 – Supplies and Materials		
5,000 – Other Operating Expenses and Services		
6,000 – Capital Outlay		
7,000 Other Outgo		
Indirect Cost		
<b>Total</b>		