



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

Round Two

April 2024

Background

Under the Governor's Care Economy Workforce Development Package, the Budget Act of 2022-23 included a one-time appropriation of Proposition 98 funds to support the development of limited-term, healthcare-focused, vocational pathways for English language learners across all levels of English proficiency through the Adult Education program.

To adhere to the Legislature's intent and maximize program outcomes, the California Community Colleges 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.

This investment is an opportunity for eligible members of the CAEP consortia who were selected and granted funding in the Round One FY 23-24 cycle, as outlined in the [Intent to Award Memo](#). Round Two funding includes community college districts and local education agencies as CAEP consortium members, to continue to lead in the development of building adult education healthcare vocational pathways within their respective regions for English Language Learners (ELLs). For purposes of this grant, ELLs are defined as individuals who are unable to communicate fluently or learn effectively in English, who often come from non-English-speaking homes and backgrounds, and who typically require specialized or modified instruction in both the English language and in their academic courses. Participants must be at least 18 years of age to be eligible to participate in the healthcare vocational pathways.

Letter of Intent Overview

To become a Grantee for the Round Two investment, CAEP Consortia identified in the [Chancellor's Office Memo](#) interested in applying must submit an application of Intent in the Chancellor's Office [NOVA](#) system, which includes the signed Letter of Intent to Participate ([see Appendix A](#)), a project workplan, budget estimate, and signed Letter of Support from employers and partners, on behalf of the consortium and its members by **5:00 p.m., Friday May 31, 2024**.

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

- I. This funding source is specific to achieving the intended outcomes to develop healthcare-focused vocational pathways for adult learners and is separate from the Adult Education Block Grant, or CAEP appropriation funding. Grantee shall complete the tasks described in the Grantee's application and funds shall be expended in compliance with the requirements for the funding source and Grant Agreement.
- II. The funding shall be used to support existing healthcare vocational programs or new pathways in the following* healthcare occupational pathway programs:
 - a) Dental Assistants
 - b) Emergency Medical Technicians

- c) Medical Assistants
- d) Nursing Assistants
- e) Pharmacy Technicians
- f) Phlebotomists
- g) Social and Human Service Assistants

*Grantees may submit a proposal to develop a healthcare vocational pathway program based on a healthcare occupation that is not listed above. The grantee will be required to identify the healthcare occupation in the workplan, provide a rationale for selecting the occupation, and must demonstrate that the proposed healthcare occupation provides a minimum livable wage in the county region that the healthcare pathway is being developed. The proposal for this healthcare occupation shall be supported by labor market data drawn from the following specific state or nationally recognized data sources:

1. [Insight Center](#),
2. [Self-Sufficiency Standard](#), or
3. [MIT Living Wage](#)).

Failure to utilize at least one of these data sources to support your application will put your application at risk for disqualification from consideration. The Chancellor’s Office reserves the right to deny proposed occupations that do not meet the minimum livable wage-earning outcome requirement in their respective region.

- III. Grantee shall designate and identify a Project Lead representative that will oversee the project objectives, deliverables, outcomes, and reporting requirements tied to this specific healthcare funding. The assigned Grantee’s Project Lead will be responsible for representing the Grantee during the term of the Grant Agreement.
- IV. Grantee shall designate a lead Fiscal Agent for the consortium that will receive grant funds and will be responsible for distributing funding to members that will participate in the healthcare pathways project. The 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 lead Fiscal Agent will also be responsible for submitting required invoice(s) to the Chancellor’s Office in a timely manner to receive grant funds.
- V. Grantee shall submit a Program Workplan by **Friday May 31, 2024**, that:
 - a) Describes the input, activities, outputs, outcomes, and impact of the proposed ELL healthcare pathway(s) that informs and ensures funding outcomes.
 - b) Demonstrates thoughtful consideration of program partners and how they were selected by providing a rationale supported with regional, state, and national data, for CAEP agency member selection, healthcare occupation 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.

- c) Identifies and provides a description, supported with regional, state, and national data, for each of the healthcare occupational program(s) that the consortium and participating members will develop under this proposal. The description must also include the accelerated learning model that will be adopted for each healthcare pathway to accelerate student completion rates. Accelerated learning models may include, but are not limited to:
 - i. Bridge Programs
 - ii. Dual/Co-enrollment
 - iii. Integrated Education and Training (IET)
 - iv. Pre-Apprenticeship
 - v. Work-Based Learning
 - d) Demonstrates evidence of employer commitment and regional collaboration leveraging local resources and partnerships and identifies how partnerships will be sustained post-grant award. Must include letter(s) from employer partnerships and regional collaboration 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.
 - e) 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.
 - f) Provides a detailed program budget broken down for each consortium member participating in this funding opportunity with object-level codes & clear narrative. 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%. The onetime 5% indirect costs will cover the entire project from Round Two funding. The Fiscal agent will be required to split the indirect with the members that are providing the services to students.
- VI. Grantee and participating members shall track student data and report bi-annual expenditure and progress reports in NOVA throughout the grant performance period, including a final report, to ensure measurable gains. Reporting requirements, including impact metrics and outcomes include:
- i. Counts of:
 - Number of ELL student participants enrolled in the healthcare pathway program

- ii. Outcomes on the:
 - Number of ELL participants who complete the healthcare vocational pathway program
 - Number of ELL participants who complete a healthcare vocational pathway credential
 - Number of ELL participants who transitioned into a non-developmental credit college course, a credential program, or a higher education degree program
 - Number of ELL participants who entered employment in their associated field of study after completing the program
 - Number of ELL participants who increased earnings after completing the training in their field of study
 - Average ELL participant salary upon entering program
 - Average ELL participant salary upon exiting program

Eligibility

Round Two is a continuation from Round One cycle. The Round One selection criteria identified eligible CAEP consortia for this investment by using verifiable and validated data from state and nationally recognized sources. The selection criteria included:

- 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 were considered as percentages. This allowed 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. Interested members should connect with their local consortium to participate in this Round Two funding cycle opportunity.

Available Funding

The \$40 million in funding is available for Round Two of the FY 24-25 ELL Healthcare Vocational Pathways initiative. Total grant awards are determined using a two-step identification process:

- Step I: The first step is a flat allocation amount of \$150,000 to each eligible 44 CAEP consortia for FY 24-25.
- Step II: The second step of the funding process is to distribute the remaining funding based on a formula where the consortium receives Step II additional funding based upon the number of ELL students and residents within that consortium but weighted as referenced below:
 - ELL Students (Chancellor's Office Data Tool: Launchboard) – 50%
 - ELL Residents (U.S. Census) – 50%

Available grant awards are identified in the Chancellor's Office Memo, [Exhibit A](#). Funding is specific to achieving the intended outcomes for the 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 that are not included in the application workplan.

Use of Funds

Funds may be used to support costs associated with the development of ELL Healthcare Pathway Programs, including program and curriculum planning and development, program materials, instruction, equipment, and support activities. 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

The grant duration for Round Two funding is 24 months, and is expected to run from July 1, 2024, through June 30, 2026. Round Two funding will be issued as grants funded through the Chancellor's Office master fiscal agent. Grantees will be required to submit invoice(s) to the Chancellor's Office in accordance with the dates outlined in the grant agreement to receive funding in a timely manner. Grant performance periods will be specified in the scope of work of the grant agreement. The Chancellor's Office reserves the right to adjust awards based upon the availability of funds. The Chancellor's Office may terminate a grant performance period and reject further invoices if a grantee does not complete grant reporting requirements specified in the grant agreement.

Notification of Awards

A notification of Intent to Award memo will be made available and posted on the Chancellor's Office [webpage](#). The Chancellor's Office may request adjustments or modifications to the

proposal and/or budget in NOVA and grant agreement as necessary. The Chancellor’s Office reserves the right to reject applications received if they are incomplete, late, or if applications submitted do not meet the Grantee Commitment requirements identified in this Letter of Intent. Before the execution of grant agreements, grant awards must be approved by the California Community Colleges Board of Governors (Board of Governors). Grant awards are not final until grant agreements are signed by the grantee district and the Chancellor’s Office Deputy Chancellor.

Reporting Requirements

Consortia grantees and members are required to report bi-annually on expenditures in NOVA, the Chancellor’s Office grant management system. Outlined in Table 1 are the reporting deadlines. Dates may be subject to change.

Table 1: ELL Healthcare Pathways Reporting Schedule for FY 24-25 Round Two Funding

Reporting Deadline	Reporting Type	Activity Period
3/31/2025	1 st Bi-Annual Expenditure and Progress Report due	7/1/24 - 12/31/24
9/30/2025	2 nd Bi-Annual Expenditure and Progress Report due	1/1/25 - 6/30/25
3/31/2026	3 rd Bi-Annual Expenditure and Progress Report due	7/1/25 - 12/31/25
9/30/2026	4 th Bi-Annual Expenditure and Progress Report due	1/1/26 - 6/30/26
9/30/2026	Final Report due	7/1/24 - 6/30/26

Letter of Intent Application Submission

Eligible CAEP consortia must submit a completed application, including the signed Letter of Intent to Participate ([see Appendix A](#)), project workplan, budget estimate, and signed Letter of Support from employer and partnerships, on behalf of the consortium and its members, all in [NOVA](#) by **5:00 p.m., Friday, May 31, 2024.**

Informational Session

There will be an informational session for this funding opportunity on **Monday, May 13, 2024, from 1:00 – 2:00 p.m.** to present an overview of the project and answer questions. Interested parties can register for the event at: [LINK](#)

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, May 15, 2024.**