

## RFA SPECIFICATION FOR NEW GRANT AWARD

<b>RFA Specification Number:</b>	08-
<b>RFA Specification Title:</b>	Phase II, Allied Health Program Expansion
<b>Program Unit:</b>	Career Technical Education, Economic and Workforce Development
<b>Division Vice Chancellor:</b>	José Millan
<b>Program Contact Person:</b>	Barbara Whitney
<b>Funding Performance Period:</b>	June 29, 2009, to June 30, 2011
<b>Length of Grant:</b>	24 months
<b>Funding Category:</b>	Economic Stimulus Program
<b>Award Amount</b>	Variable up to \$400,000
<b>Total Amount Available:</b>	\$6,000,000
<b>Required Contribution</b>	Leveraged funds or contributions of \$1 for every \$1 awarded. Project costs must be based on the amount needed to accomplish the outcomes of the project.
<b>Number of Awards:</b>	Approximately 30 to 40 projects. Additional projects may be funded depending upon availability of funds.

**Please Note:** In addition to hard copy submission, please send an electronic copy of the application documents to [wia@cccoco.edu](mailto:wia@cccoco.edu).

### I. INTRODUCTION

This Request for Application (RFA) Specification describes the requirements for allied health occupation projects. This is a competitive process. Successful applicants for these funds should be ready to implement the requirements of the Specification as soon as the funds are made available. Colleges must assure a sustainable and long-term commitment to the success of these projects. The purpose of these grants is to expand enrollments in existing or newly developed allied health programs (detailed below), thereby increasing the number of allied health students taught by the community colleges. In addition, these projects are to provide services to identify students at risk of failing the individual programs, and assist them to be successful, thereby increasing the graduation rates. Colleges are encouraged to design innovative programs and instructional methodologies.

#### **Goal of the Projects:**

At a minimum, these projects will:

- Increase program capacity by adding additional enrollment opportunities.
- Establish or maintain a completion rate of at least 85%.
- Graduate additional students for specific allied health programs and assist them to be successful in their licensing or certification exam.
- Enhance new program implementation

In completing applications for this project, applicants must use the *Career Technical Education Program and Economic and Workforce Development Program Request for Applications Instructions for Economic Stimulus Program Funds for Allied Health Programs*. The

*Instructions* contain the required elements for the applications and must be followed in developing the proposals and implementing the projects.

**Note: The California Labor and Workforce Development Agency has developed a list of health occupation programs that will be given priority for awarding a grant. If your college submits an application to expand one or more of the following occupations by a minimum of 10 students, your application will receive 10 bonus points.**

- Medical Lab Technicians
- Pharmacy Technicians
- Radiologic Technologists ((MRI ,Ultrasound, imaging specialties and/or additional certifications)
- Dental Assistants
- Dental Hygienists
- Medical Assistants
- Respiratory Therapists

Other allied health and health related occupations will be considered based on local or regional needs.

## **II. LEGAL TERMS AND CONDITIONS**

The grant agreement for funded projects will include the RFA Specification, grant application with all forms, and the Legal Terms and Conditions contained in Articles I and II (see **Appendix A** of the *Instructions*). Successful applicants must retain copies of all documents for future reference for at least five (5) years after the project's financial statements have been closed.

## **III. STATEMENTS OF ASSURANCES**

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements must be signed by the Chief Executive Officer (or Authorized Designee).

## **IV. ABSTRACT**

Each application must include a brief abstract that simply and concisely summarizes the project. The Abstract must not exceed the space on the front of the form. (Font should be 11 point or larger with 1" margins.) Briefly comment on the objectives, procedures, expected contribution, or impact and resulting services. Describe the focus of the project, i.e., the development of a new program or the expansion of an existing program. The Abstract should stand alone as a project description. See **Appendix B** for the Abstract form.

## **V. NEED SECTION**

**(Maximum Points -- 15)**

**Please Note: Limit the narrative to one page, single spaced, font should be 11 point or larger, 1" margins**

**A. Purpose**

In addition to the well-documented nursing shortage, there is also a growing need in the Allied Health occupations. The funds that are accessible through this plan have the capacity to assist in developing short-term and long-term strategies to address increasing the number of allied health students successfully completing their program(s). Priority areas for allied health programs include:

- Medical Lab Technicians
- Pharmacy Technicians
- Radiologic Technologists (MRI ,Ultrasound, imaging specialties and/or additional certifications)
- Dental Assistants
- Dental Hygienists
- Medical Assistants
- Respiratory Therapists

Other occupations will be considered based on local or regional needs.

**B. Completion of Need Statement**

In demonstrating the need for the project, use and reference current regional and local research, labor market information/studies and plans to address the shortage in allied health professions. A clear *Statement of Problem* will:

1. Concisely describe regional and local workforce needs in the priority allied health fields listed above or other allied health fields as indicated by local data, the scope of the need, target group(s), the outcomes expected, and how the need is applicable to the RFA specification;
2. Describe which healthcare employers make up the potential market for this project;
3. Describe the relevance of the proposed project to industry and program need;
4. Describe the community college capacity for faculty, equipment, and clinical placements for students; and
5. Describe the current programs in allied health areas (for which funds are requested) in terms of enrollments, attrition, completions and student service needs.

**VI. RESPONSE SECTION (Justification for Project) (Maximum Points --25)**

**Please Note: Limit the narrative to one page, single spaced, font should be 11 point or larger, 1” margins**

Note: Applicants are encouraged to develop partnerships to effectively accomplish the objectives of this initiative.

Provide brief responses for the following:

1. Describe how your proposal addresses the gaps identified in the "Need" Section.

2. Describe the capacity of the college and its partners to successfully implement and institutionalize the project.
  - Describe the current allied health program(s) and enrollment capacity.
  - Describe how the implementation of this project will assist in more students successfully completing programs and the expansion of the college's enrollment capacity in its allied health programs.
  - Describe how the college will work with other allied health programs and healthcare partners to avoid negatively impacting clinical placement opportunities for the students enrolled in those programs.
  - Describe the commitment of the college's administration and other organizations that will support the project and institutionalize expansion.
3. Briefly describe the roles of industry and other workforce entities in your project. Describe leveraged funds/contribution resources. Describe any existing partnerships with the healthcare industry, and other workforce entities.
4. Describe how the proposed project will benefit students/employees and employers.
5. Describe the benefits to the college and faculty that will result from services provided for the project such as instructional packages, and faculty development.
6. Describe any aspect of the project or organization that the applicant would deem unique or exemplary.
7. Describe the cost effectiveness of your program in terms of the following:
  - What is the cost/benefit ratio?
  - What is the cost per student?

## VII. WORKPLAN

(Maximum Points -- 30)

Use the form available in [Appendix B](#) to outline the sequence of objectives, procedures and activities, measurable outcomes, timelines, and responsible persons. Develop project-specific objectives, procedures, and activities based on the Minimum Required Objectives, Procedures/Activities stated below. **Objectives and activities should detail why your project is unique.** Timelines with target months of completion for project objectives are preferable to specific dates.

The work plan and timelines are to cover the entire term of the grant June 29, 2009–June 30, 2011.

### A. Minimum Required Objectives, Procedures/Activities, and Measurable Outcomes

#### Objectives

(Maximum Points --10)

The following are the Minimum Required Objectives; others may be added to meet project outcomes. Start each objective on a new page of the work plan form.

1. Implement new or upgrade existing programs, including, but not limited to:
  - a. Purchase equipment for skills labs.
  - b. Seek program approval
  - c. Seek clinical placements
2. Enroll a minimum of ten (10) additional students in existing and new fully-developed and approved programs.

3. Design new or use retention strategies identified in the Chancellor's Office Student Success Kit to improve success and retain students in the program.
4. Provide support services to assist students to be successful.
5. Provide review materials to assist students to successfully complete certification or licensure upon completion of the program.
6. Leverage contribution funds to establish an emergency support fund/program for students to assist them in times of financial crisis.
7. Evaluate the effectiveness of the program by tracking gains, including students that benefit from this project:
  - Increased or new enrollments
  - Increased completions
  - Decrease in delayed completions
  - Decrease in dropouts
8. Document effective practices or interventions that enable students to succeed in the allied health program(s).
9. Disseminate any tools, software, tracking devices, special lessons learned or developed to community colleges at conferences, or through the Regional Health Occupations Resource Centers and the Chancellor's Office. Copies of any materials developed are to be provided to the Chancellor's Office.
10. Leverage the federal WIA funds with industry, foundation and/or college funds.

#### **Procedures/Activities**

**(Maximum Points -- 10)**

The following are the Minimum Required Procedures/Activities; others may be added as necessary to meet project objectives. Outline each of the procedures and/or activities that will be implemented to accomplish each of the project's objectives. In addition identify within the work plan the incentives or contributions provided by healthcare employers.

1. Enroll a minimum of 10 additional students above the current program capacity. (State the number of additional students to be added). Provide information on the current number of students enrolled in the program, the number of additional students to be enrolled, the semester in which they will be enrolled and the expected date of completion. See and complete the form titled "Enrollment and Completion Dates."
2. Hire additional faculty as needed to accommodate increased enrollments.
3. Implement early identification, referral, and effective intervention strategies for students at risk of failing the program(s).
4. Use leveraged or contribution funds to assist students at risk of dropping out of the program(s). For example, use leveraged funds to provide childcare, books, and other support services. **(Economic Stimulus funds for these grants MAY NOT be used to provide these type of intensive services).**
5. Provide appropriate supplies and software to assist students to be successful.
6. Provide sufficient computer stations/laboratory to assist students to be adept at using computers for health practice and for taking examinations.
7. Provide the supplies and software resources to prepare students for and to be successful in passing any certification examination as required by the specific occupation(s). To determine the success of the review program, develop a mechanism to confirm licensure or certification exam status or use the website of the appropriate licensing entity for each allied health profession to confirm licensure or certification status for the graduates.

8. Under the direction of the Chancellor's Office, Project Directors may be required to meet on at least an annual basis to share information and lessons learned.

### **Performance Outcomes**

**(Maximum Points -- 10)**

Each applicant must complete the table in **Appendix B** entitled “**Expected Outcomes of the Allied Health Occupations Initiative Project Proposal.**” Outcomes should clearly link to the Minimum Required Objectives and Procedures/Activities and the Expected Outcomes of the Allied Health Occupations Initiative Project Proposal table.

#### **Examples:**

1. **Objective:** Assist first time allied health students to be successful within their chosen career path.  
**Outcome:** 85% of first time allied health students will complete their program within appropriate timeframe, will pass the required licensing or certification exam within 3 months of graduation, and will gain employment within 6 months of graduation..
2. **Objective:** Innovative instructional strategies will be infused throughout the allied health program(s).  
**Outcome:** 100% of instructional staff will be exposed to cutting edge instructional strategies and will implement new strategies into 75% of their curriculum, decreasing attrition rates by 10% and increasing board licensing success by 15%.
3. **Objective:** New or continuing students will attend student orientation.  
**Outcome:** 100% of the allied health students will be provided information to access counseling and other support services to ensure student success.

#### **B. Reporting**

Grantees must have the capability to report project achievements and expenditures data to the State in a manner that is timely, thorough, and accurate. Progress reports will be required on a quarterly basis each year. A Final Report Narrative and a Final Report of Expenditures report will be required on July 31, 2011. Grantees must meet quarterly and final report deadlines to avoid a negative impact on future funding.

### **VIII. PROJECT MANAGEMENT PLAN**

**(Maximum Points -- 15)**

Address the requirements for the project management plan in narrative, as outlined below. This section must clearly describe the capacity of the college to attain the desired outcomes of the project and address how the college will make the project fully-functional.

#### **A. Organization**

- Provide an organizational chart for the project.
- Provide a management plan for operating the project.

## **B. Project Director/Project Coordinator**

Identify an individual who:

- Implements the everyday work of the project and the grant objectives;
- Develops budgets, approves expenditures, and determines resource utilizations by the project;
- Demonstrates experience and subject matter expertise in the specific allied health program area;
- Serves as primary contact for appropriate information and who will hold final responsibility for all compliance activities related to the grant, including the quality and integrity of the data reported;
- Serves as the primary contact identified for all correspondence sent from the Chancellor's Office and the Employment Development Department.

## **C. Staffing**

- Show evidence of the commitment of project staff, describing their responsibilities and the amount of time to be devoted to project activities. Include a description of the duties of key personnel. These activities must be augmentations of activities already conducted prior to the grant.

## **D. Facilities**

- Project facilities must be described and must be adequate to support the project.

## **E. Advisory Group**

- An advisory group should be responsible for guidance and recommendations regarding the services of the project. Describe the advisory group, its role and provide a list of members and affiliations. The membership should include, at a minimum, representatives of the stakeholders, such as healthcare industry partners, students, faculty, and staff.

## **IX. APPLICATION BUDGET FORMS**

**(Maximum Points -- 15)**

The budget takes into consideration the entire application in terms of the RFA Specification, its cohesiveness, and its viability. The budget demonstrates that the project is realistically planned and is reasonable in scope. Technical errors in the budget can be changed if the project is recommended for funding, as long as the request does not exceed the maximum amount allowable or the amount originally requested and the scope of the project does not change. The application must follow the guidelines and procedures for the budget described in the *Instructions*.

All applicants must complete the **Application Budget Summary**. These forms are available in **Appendix B** in Excel format. The district/college Chief Business Officer's signature is required on the Application Budget Summary. Please use an ink color other than black for signatures. When entering dollar amounts, round off to the nearest dollar, do not type cents. Identify the leveraged funds. The Application Budget Summary must clearly delineate the proposed

expenditures for both the requested Economic Stimulus Program funds and the contribution funds. To substantiate the Application Budget Summary, submit a Budget Detail Sheet for the project. Budget Detail Sheets list the cost breakdown of each budget classification amount requested.

### **Fiscal Year Budgets**

For purposes of the Economic Stimulus Program, funding for these type of projects have a 24-month availability, beginning June 29, 2009, and ending July 31, 2011.

Funds must be expended by the planned end-date of the project, and no later than June 30, 2011, the date when the funding expires. Grantees must notify the Chancellor's Office at least six (6) months prior to the end of the project (or earlier if known) if funds cannot be spent. An amendment to the grant may be required. If the grantee does not notify the Chancellor's Office, unencumbered funds may be recovered. The performance period and term of the individual grant will be on the grant agreement face sheet that is signed by all of the parties to the agreement.

If the State budget process is substantially delayed, performance timelines will be adjusted. Funding for these projects is dependent on the availability of funds at the state and federal level. If sufficient funds are not appropriated for the program, this grant shall have no force and effect. In such event, the Chancellor's Office shall have no liability to pay any funds whatsoever to Grantee or to furnish any consideration under this grant, and grantee shall not be obligated to perform any provisions of this grant.

### **Leveraged Resources or Contributions**

Projects are required to leverage a \$1 contribution for each dollar of Economic Stimulus funding. These leveraged or contribution funds should offset real costs of the project. These resources may come from various sources and may be cash or in-kind. In-kind resources include, but are not limited to, funds received for full time equivalent students, staff time (i.e., industry partners attending advisory committee meetings), facilities, and the use of equipment. Cash contributions may include monetary or equipment donations. Funds or in-kind contributions must be dedicated to the support of the grant project. The contribution funds must be documented and shown on the quarterly fiscal reports.

The Application Budget Summary must clearly delineate the proposed expenditures for both the requested Economic Stimulus Program funds and the contribution funds.

### **Continued Funding**

Funding for the subsequent years of multiple-year grants is contingent on satisfactory performance in the prior year, availability of funds, funding priorities, and applicable federal and State regulations. The performance period and term of the individual grant will be on the grant agreement face sheet that is signed by all of the parties to the agreement.

### **Equipment Purchases**

Equipment may be purchased with the Economic Stimulus funds with prior approval from the Chancellor's Office Project Monitor. **Submit the form titled, "Supplemental Budget Information," with the grant application or to the Project Monitor for approval **prior** to equipment purchases. Economic Stimulus funds used for equipment purchased without prior approval will not be allowed. Equipment purchases must be approved by the Chancellor's Office Project Monitor and the Employment Development Department .**

**Travel**

District travel and reimbursement policies apply for travel (Object 5000). Only travel necessary to implement the project is allowed. List the purpose of travel and estimated cost. If out-of-state travel is anticipated, it must be identified as a separate line item in the application budget detail for approval by the Project Monitor. If out-of-state travel is not included in the original grant budget and the grantee subsequently requests approval for out-of-state travel, a detailed justification and program monitor approval will be required **prior** to traveling out of state.

**Administrative Costs**

There is an administrative cost limit of ten percent (10%) of the total funds awarded under this grant. See Appendix D for Administrative Cost Definitions (Workforce Investment Act (WIA) Administrative Cost Definitions apply to these funds, also).