

Nursing and Health-Related Workforce Programs

Funding Cycle: January 1, 2024 – June 30, 2026

Grant Guidelines and Instructions

Overview of the Grant Funds

The North Carolina Community Colleges System (NCCCS) is committed to developing a skilled healthcare workforce. To support this effort, the NC General Assembly approved two allocations for distribution to local community colleges. These funds will support programming offered through Curriculum (CU) and Workforce Continuing Education (WCE).

Grant Program	Fiscal Year 2023-2024	Fiscal Year 2024-2025
	January 1, 2024 – June 30, 2025	July 1, 2024 – June 30, 2026
1. Nursing and High-Cost Health-Related Workforce Programs Start-up Funds	\$10,000,000	\$20,000,000
2. Healthcare Workforce Programs Expansion Funds	\$10,000,000	\$15,000,000

Please note the following definitions:

- **High-Cost, New Start-up:** Program Tier Designation (1A, 1B, 2), New to the College, or New to the System
- **Expansion** – Examples: Add new courses (CE), Adds new degree options (CU), Increase student access/enrollment for upskilling or retraining, outreach to target/underserved populations, address waiting list, other.

Priority for Funding

All colleges are eligible to apply for these grant funds. Priority for funding (bonus points) will be given to applications who meet at least one of the priorities listed below:

1. Proposal that are a part of a regional partnership with one or more colleges.
2. Proposals serving counties with a Tier 1 Economic Development Designation. See list below.

Anson	Cumberland	Hyde	Pitt	Robeson
Bertie	Duplin	Jones	Randolph	Rockingham
Bladen	Edgecombe	Lenoir	Scotland	Rutherford
Burke	Graham	Martin	Surry	Sampson
Caswell	Greene	Mitchell	Tyrrell	Washington
Cherokee	Halifax	Nash	Vance	Wayne
Chowan	Hertford	Northampton	Warren	Wilkes
Columbus	Hoke	Onslow	Richmond	

Application Process

To be eligible, colleges must submit a completed application. NCCCS will release the official application on November 14, 2023. The round one deadline is December 15, 2023. The round two deadline is February 2, 2024. Please note that there is one application template for both grant programs—Start-Up and Expansion.

Below is an overview of the sections contained in the application template.

- (1) A description of the proposed new program or expansion.
- (2) Documentation of industry demand for the program and/or documentation of future local, regional, or statewide employment needs that will be met by the program.
- (3) Budget Worksheet with a narrative that outlines the detail grant request and total cash cost needed to support the college's proposed program for two fiscal years. This narrative will include information regarding the match requirement.
- (4) A plan for the fiscal sustainability of the program.

Proposed applications must be in alignment with the goals of the NCCCS Strategic Plan:

- Goal 1: Recruit and retain top talent to enable the North Carolina Community College System to educate and prepare the State's workforce.
- Goal 2: Increase access and enrollment at North Carolina community colleges to meet the state's educational attainment goal and expand postsecondary opportunities.
- Goal 3: Provide resources inside and outside the classroom for all students to successfully enroll, persist, and complete a career program of study.
- Goal 4: Provide education, training, and credentials to develop the most competitive workforce in the nation.

Eligibility for Funding

All colleges are eligible to apply for these grant funds. For this funding cycle (January 1, 2024 – June 30, 2026), a college may submit proposals for **one start-up program and one expansion program**. If submitting for both, please prepare proposals separately. Below are the maximum allocations for both grant programs (Start-Up or Expansion) and the application type (single college or regional partnership).

Grant Programs	Application Type	
	Single College Award Ceiling	Regional Partnership Award Ceiling
1. Nursing and Health-Related Workforce Programs Start-up Funds	\$500,000	\$750,000
2. Healthcare Workforce Programs Expansion Funds	\$400,000	\$600,000

Allowable Expenses

Below is a list of allowable expenditures:

- Program-related Salary costs (Instructional, Non-Instructional, Employer's Retirement, Employer's Social Security, and Employer's Hospitalization/Medical)
- Instructional Supplies and Materials
- Program Equipment
- Staff Travel
- Curriculum Development
- Accreditation Costs
- Facility Preparation and Professional Development
- Other (Please consult with project staff)

Use of funds beyond these purposes is not prohibited but requires consultation with NCCCSO and written approval from the Senior Vice President/Chief Academic Officer. These funds are not intended to supplant Perkins funding.

Matching Funds

College identified below will be required to match a percentage of the total cash cost of the program with non-State funds based on a college's total full-time equivalents (FTE) according to the following:

- (1) Community colleges with a total FTE greater than 6,500 shall be required to match fifteen percent (15%) of the cost.
- (2) Community colleges with a total FTE between 2,500 and 6,500 shall be required to match ten percent (10%) of the cost.

Match Requirements

15% Match	10% Match	No Match Required
Cape Fear CC	Alamance CC	Beaufort County CC
Central Piedmont CC	Asheville-Buncombe TCC	Bladen CC
Fayetteville TCC	Blue Ridge CC	Brunswick CC
Forsyth TCC	Caldwell CC & TI	Carteret CC
Guilford TCC	Catawba Valley CC	College of The Albemarle
Pitt CC	Central Carolina CC	Edgecombe CC
Rowan-Cabarrus CC	Cleveland CC	Halifax CC
Wake TCC	Coastal Carolina CC	Haywood CC
	Craven CC	Isothermal CC
	Davidson-Davie CC	James Sprunt CC
	Durham TCC	Martin CC
	Gaston College	Mayland CC
	Johnston CC	McDowell TCC
	Lenoir CC	Montgomery CC
	Mitchell CC	Pamlico CC
	Nash CC	Piedmont CC
	Randolph CC	Roanoke-Chowan CC
	Richmond CC	Rockingham CC
	Robeson CC	Sampson CC
	Sandhills CC	Southeastern CC
	South Piedmont CC	Southwestern CC
	Stanly CC	Tri-County CC
	Surry CC	Western Piedmont CC
	Vance-Granville CC	Wilson CC
	Wayne CC	
	Wilkes CC	

Reference: *FY 2023-24 State Aid Allocations and Budget Policies Document, Page 7.*

Important Dates and Milestones

There will be two opportunities for colleges to submit applications for funding.

Application Period	RFP Submission to Colleges	Application Due to NCCCS	State Board Approval	Funding Cycle
1	November 14, 2023	December 15, 2023	February 16, 2024	January 1, 2024 – June 30, 2025
2	November 14, 2023	February 2, 2024	March 16, 2024	January 1, 2024 – June 30, 2025

- If you have any questions, send an email to the following email address: PSS-RFPs@ncccommunitycolleges.edu. You can also contact one of the NCCCS employees listed below.
- NCCCS staff will host a Technical Assistance Webinar on the following dates: November 20, 2023, and January 10, 2024. Invitations will be sent to the various NCCCS listservs.

Application Submission Process

- Colleges should submit a **Word Document** using the following naming convention:
 - For New Programs: StartUp_CollegeFullName
 - or Expansion Applications: Expansion_CollegeFullName

Please do not submit a PDF of your proposal.

- Proposals must be submitted electronically through the NCCCS RFP Programs & Student Services email per the deadlines outlined in the above section. That email address is PSS-RFPs@ncccommunitycolleges.edu.
- Colleges should also submit their proposal to the following NCCCS staff:
 - Brian Merritt merrittb@ncccommunitycolleges.edu
 - Andrew Gardner gardnera@ncccommunitycolleges.edu
 - Lisa Eads eadsl@ncccommunitycolleges.edu
 - Barbara Boyce boyceb_tmp@ncccommunitycolleges.edu

Reporting Requirements

- Colleges will be required to submit monthly fiscal reports and quarterly progress reports. The information contained in these reports will include the following:
 - (1) The community colleges that received funds, the amount of funds, and the types of healthcare programs started.
 - (2) The use of funds by community colleges receiving awards, including costs associated with student instruction, faculty salaries, instructional supplies, related instructional equipment, and accreditation costs.
 - (3) Evaluation of the success of the healthcare programs receiving funds.

Evaluation Criteria

Below is the evaluation criteria for scoring and ranking proposal.

Section	Evaluation Criteria	Maximum Points	Points Awarded
1	<p><u>Description of the Proposed Program</u></p> <ul style="list-style-type: none"> ○ <i>(25-30 Points)</i> The proposal clearly and thoroughly addresses all the required components in this section. It is well-organized, easy to follow, and provides detailed information. ○ <i>(15-24 Points)</i> The proposal addresses most of the required components but lacks some depth or clarity in certain areas. ○ <i>(8-14 Points)</i> The proposal addresses a few of the required components but lacks depth or clarity in certain areas. ○ <i>(0-7 Points)</i> The proposal lacks essential details of the required components. 	30	
2	<p><u>Documentation of Industry Demand</u></p> <ul style="list-style-type: none"> ○ <i>(8-10 Points)</i> The proposal demonstrates a deep understanding of industry needs, and the proposed program is highly relevant and feasible. Market research and demand analysis are thorough and convincing. ○ <i>(4-7 Points)</i> The proposal aligns with industry needs and presents a feasible program, but there are minor gaps in the supporting evidence related to data analysis and/or employer engagement. ○ <i>(0-3 Points)</i> The proposal has some data to support the alignment with industry needs and/or employer engagement, but the narrative is not convincing. 	10	
3	<p><u>Budget</u></p> <ul style="list-style-type: none"> ○ <i>(8-10 Points)</i> The budget is detailed, realistic, and well-justified. ○ <i>4-7 Points)</i> The budget is mostly realistic but has some minor discrepancies in the budget justification. ○ <i>(0-3 Points)</i> The budget has issues or lacks clarity in their budget narrative. 	10	
4	<p><u>Sustainability Plan</u></p> <ul style="list-style-type: none"> ○ <i>(4-5 Points)</i> The sustainability plan is detailed, outlining diverse funding streams and strong strategies for long-term viability. ○ <i>(2-3 Points)</i> The sustainability plan is presented but lacks depth in certain areas. ○ <i>(0-1 Points)</i> The sustainability plan is weak and lacks viable strategies. 	5	
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Total Maximum Points:		60	
Bonus Points for Regional Collaborations:		10	
Bonus Points for Service to Tier 1 Counties		5	
Total Possible		75	

Comments: