



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

SUSAN CORBIN
DIRECTOR

Letter of Intent (LOI) Request from the Office of Sixty by 30 to Michigan Community Colleges to Receive the Michigan ADN to BSN Completion Grant Funding

Request for Letter of Intent to Apply

The Michigan Department of Labor and Economic Opportunity (LEO) is excited to administer this critical federal funding to address nursing shortages in Michigan and grow the state's health care field, which was adversely affected by the COVID-19 pandemic.

LEO's goal is to provide the grants as quickly as possible, as the funds must be obligated by December 31, 2024, and expended by September 30, 2026. To assess the interest and objectives of institutions to utilize this funding, to finalize reporting requirements and other policies, to draft grant agreements and to determine how much funding will be allocated to each institution, we are requiring letters of intent (LOI) from each institution that plans to participate.

The LOI should be a maximum 3-to-5-page summary of the institution's plan to utilize and meet the intent of this grant funding, as well as the expected impact, including a timeline and preliminary budget. Please see *Appendix A* for the templated form that institutions must use.

Institutions that do not submit a LOI by 5:00 PM on September 30, 2023, may be unable to participate in this funding. To enable the smoothest process and the full utilization of available funds for participating institutions, any community college that determines they will not be participating should also notify the Office of Sixty by 30 as soon as possible.

LEO will be executing grant agreements on a rolling basis. We expect to begin executing grant agreements in the first quarter of 2023. We will prioritize grant review and execution in the order that institutions submit their LOIs. We anticipate that additional review will be done through the negotiation of the grant agreement rather than a formal application process.

Questions and LOIs should be submitted to the Office of Sixty by at Sixtyby30@michigan.gov.

Boilerplate language

[Sec. 216b of PA 144 of 2022](#) (*Appendix B*) of the community college budget appropriated \$56 million of federal State and Local Fiscal Recovery Fund (SLFRF) funding to provide grants, a minimum of \$2 million each, to eligible community colleges to support a program that would help students who have completed an Associate Degree in Nursing (ADN) to earn a Bachelor of Science in Nursing (BSN).

ADN to BSN completion grant overview

This funding aims to respond to the public health and negative economic impacts of the pandemic by increasing the number of nurses with bachelor's degrees by creating access to BSN programs on community college campuses through collaborative partnerships. LEO will award a minimum of \$2 million to each eligible community college to support the creation and execution of a program that allows individuals who completed an ADN to complete a BSN

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

105 WEST ALLEGAN STREET, LANSING, MICHIGAN 48933 • www.michigan.gov/leo • 517-241-6712

in partnership with a Michigan BSN-granting public university or not-for-profit independent 4-year college or university.

Eligibility criteria

To receive the award, eligible community colleges must have both:

- (1) A signed agreement with a BSN-granting institution with input from local healthcare employers and the local workforce development agency, and
- (2) Strategic input and engagement from local health care employers and the local workforce development agency.

The signed agreement must include all the following:

- I. A plan for the BSN-granting institution to design, deliver, and maintain the ADN to BSN completion program, including admissions, curriculum design, and accreditation, with strategic input from employers and community colleges, and
- II. The utilization of existing ADN to BSN completion programs, including 3+1 agreements, the Michigan Transfer Agreement, credit for prior learning policies, and credit for community college coursework that meets BSN program requirements at the BSN-granting institution, and
- III. BSN completion courses to be taught at least partially in person on community college campuses with course delivery methods informed by the expressed needs of the learners in that community, and
- IV. To the greatest extent possible, opportunities for joint faculty appointments for qualified community college faculty to teach BSN completion courses as adjunct or part-time faculty at the BSN-granting institution, and
- V. A co-branding model to promote the BSN-granting institution and community college as partners to students, employers, and communities, and
- VI. Adequate student supports, including academic advising, career services, financial aid support, mental health counseling, and other student basic needs services offered by the community college or the BSN-granting institution, or both, to ensure that students are likely to complete, and
- VII. A minimum 5-year agreement duration, with adequate data and evidence to support discontinuing the agreement before 5 years have elapsed.

Eligible expenses

Grant funding may be used but is not limited to the following program expenses:

- Personnel costs associated with delivering BSN programs on community college campuses.
- Investments in community college facilities to support the delivery of BSN programming.
- Outreach and recruitment of potential students.
- Student financial aid or financial assistance to reduce the overall cost of completing a BSN program.
- Assessment of program success and the ability to recruit, retain, train, and graduate more BSN-prepared nurses in this state.

According to federal guidelines, recipients of the funding may not use SLRF funds for the following:

- *A program, service, or capital expenditure that includes a term or condition that undermines efforts to stop the spread of COVID-19. A program or service that imposes conditions on participation or acceptance of the service that would undermine efforts to stop the spread of COVID-19 or discourage compliance with recommendations and guidelines in CDC guidance for stopping the spread of COVID-19 is not a permissible use of SLFRF funds.*
- *In violation of the conflict of interest requirements contained in the Award Terms and Conditions or the Office of Management and Budget's Uniform Guidance, including any self-dealing or violation of ethics rules. Recipients are required to establish policies and procedures to manage potential conflicts of interest.*

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

105 WEST ALLEGAN STREET, LANSING, MICHIGAN 48933 • www.michigan.gov/leo • 517-241-6712

- *Recipients should also be cognizant that federal, state, and local laws and regulations, outside of SLFRF program requirements, may apply. Furthermore, recipients are also required to comply with other federal, state, and local background laws, including environmental laws and federal civil rights and nondiscrimination requirements, which include prohibitions on discrimination on the basis of race, color, national origin, sex, (including sexual orientation and gender identity), religion, disability, or age, or familial status (having children under the age of 18).*

Additional federal funding limitations may apply and will be detailed in the grant agreement between LEO and the institution.

Mechanism for distribution

LEO will develop grant agreements with each eligible institution and distribute the allocated funds via SIGMA. The funds will be issued as a reimbursement unless it would prevent the institution from participating in the funding.

Reporting requirements

In compliance with the reporting requirements of SLFRF and Sec. 216b of PA 144 of 2022, institutions will be required to provide longitudinal data to the Office of Sixty by 30 on student participation to describe how students are moving to and through the ADN-to-BSN pathway to completion.

All recipients of SLFRF federal funds must complete financial, performance, and compliance reporting as required. Project and Expenditure reports are required on a quarterly bases and Performance reports on an annual basis. Reporting requirements will be outlined further in the grant agreement.

Sec. 216b of PA 144 of 2022 requires that the Michigan Community College Association, Michigan Association of State Universities, and Michigan Independent Colleges & Universities Association shall submit an annual report to the house and senate appropriations subcommittees on higher education and community colleges, the house and senate fiscal agencies, and the state budget director annually no later than September 30 on the program effectiveness specifically focused on access, affordability, and attainment of more BSN nurses in the state. The report shall be completed with coordination among eligible community colleges and BSN-granting institutions that receive funding to support programs and the Michigan Health and Hospital Association through the Healthcare Workforce Information Collaborative.

Additional guidance on reporting will be provided by LEO.

Appendix A – Letter of Intent for ADN to BSN Completion Grant Program

Please copy this template into a new document to provide a maximum 3-to-5-page summary of your institution’s plan to utilize this funding and the impact it would have by completing this templated form. All responses are required.

Your plan must include an estimated timeline and a preliminary budget. Questions and your completed LOI can be submitted to Sixtyby30@michigan.gov. *Completed LOIs must be submitted by 5:00 PM on September 30, 2023.*

Introduction

Institution Name	
Full Name, Primary Contact	
Email and Phone of Primary Contact	
Award amounts will be a minimum of \$2 million. If additional funding is available due to the nonparticipation of other institutions, would you like to be notified?	Yes / No
Will receiving funds on a reimbursement basis rather than an advance basis create hardship or prevent your institution from participating?	Yes / No
Please type your initials in the next box to verify that you understand that funds must be obligated by December 31, 2024, and fully expended by September 30, 2026, and that your institutional timeline can meet these requirements.	
In what academic year do you expect your program to be fully operational?	Year:
How many students do you expect you will have in your BSN-seeking cohorts at that point?	No. of students:

Narrative Questions

- How will your institution utilize this funding to stand up a BSN program on your campus? Please describe how your plans meet the intent of the funding.

RESPONSE

- Please provide a timeline of important milestones for the execution of your plan, being sure to include the dates at which students will be able to enroll in or transition to a BSN program, and at which the institution expects to issue its first BSN awards.

RESPONSE

- Has your institution already identified a BSN-granting institution with which to develop an agreement? If not, which institutions are you considering or what is the process and timeline for making your selection?

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

105 WEST ALLEGAN STREET, LANSING, MICHIGAN 48933 • www.michigan.gov/leo • 517-241-6712

RESPONSE

- What process are you using to meaningfully incorporate local healthcare employer and workforce input into your plans? What decisions or outcomes of your plan will be based on employer/workforce development input?

RESPONSE

- What strategies will you and your partner institution(s) implement to ensure the highest possible completion rates for BSN students in your program? What is your plan for collecting access, student performance, persistence, and completion data for students in the program?

RESPONSE

- At this point, what major decisions, if any, still remain to be made about your plans? In what month do you anticipate being able to sign a contract with your four-year partner?

RESPONSE

- What major questions do you have for LEO about how this program will be administered? How can we help make it efficient and effective?

RESPONSE

Budget Template

Please provide a budget in this template that helps us understand how you intend to use the funds. At this point, the budget should add up to \$2 million (if additional funding becomes available there will be an opportunity to revise). Use categories that make sense for your program. Add rows if necessary.

Category	Brief explanation/justification of expense	Amount

Appendix B – Public Act 144 of 2022

Sec. 216b. (1) The funds appropriated in section 201(11) must be used for the creation of the Michigan ADN to BSN completion grant program. The grant program, administered by the department of labor and economic opportunity, will award each eligible community college in this state a minimum of \$2,000,000.00 to support the creation and execution of a program that allows individuals in this state who have attained an associate degree in nursing to complete a bachelor of science degree in nursing in partnership with a BSN-granting Michigan public university or Michigan not-for-profit independent 4-year college or university. This grant program will directly impact the health care field, which has been adversely affected by the COVID-19 pandemic, by increasing the training and skills of health care professionals in this state.

(2) For purposes of this section, an eligible community college must have both of the following:

(a) A signed agreement with a BSN-granting Michigan public university or Michigan not-for-profit independent 4-year college or university that provides for all of the following:

(i) A plan for the BSN-granting institution to design, deliver, and maintain an ADN to BSN completion program, including admissions, curriculum design, and accreditation, with strategic input from employers and community colleges.

(ii) The utilization of existing ADN to BSN completion programs, including 3+1 agreements, the Michigan Transfer Agreement, credit for prior learning policies, and credit for community college coursework, that meets BSN program requirements at the BSN-granting institution.

(iii) BSN completion courses to be taught at least partially in person on community college campuses with course delivery methods informed by the expressed needs of the learners in that community.

(iv) To the greatest extent possible, opportunities for joint faculty appointments for qualified community college faculty to teach BSN completion courses as adjunct or part-time faculty at the BSN-granting institution.

(v) A co-branding model to promote the BSN-granting institution and community college as partners to students, employers, and communities.

(vi) Adequate student supports, including academic advising, career services, financial aid support, mental health counseling, and other student basic needs services offered by the community college or the BSN-granting institution, or both, to ensure that students are likely to complete.

(vii) A minimum 5-year agreement duration, with adequate data and evidence to support discontinuing the agreement before 5 years have elapsed.

(b) Strategic input and engagement from local health care employers and the local workforce development agency.

(3) Grant funding may be used to pay program expenses, including, but not limited to, all of the following:

(a) Personnel costs associated with delivering BSN programs on community college campuses.

(b) Investments in community college facilities to support delivery of BSN programming.

(c) Outreach and recruitment of potential students.

(d) Student financial aid or financial assistance to reduce the overall cost of completing a BSN program.

(e) Assessment of program success and the ability to recruit, retain, train, and graduate more BSN-prepared nurses in this state.

(4) The Michigan ADN to BSN completion grant program must be assessed annually for improvements in accessibility, affordability, and growth of total BSN-prepared nurses in this state. The Michigan Community College Association, Michigan Association of State Universities, and Michigan Independent Colleges & Universities Association shall submit this assessment to the house and senate appropriations subcommittees on higher education and community colleges, the house and senate fiscal agencies, and the state budget director annually no later than September 30. The assessment is to be completed with coordination among eligible community colleges and BSN-granting institutions that receive funding to support programs and the Michigan Health and Hospital Association through the Healthcare Workforce Information Collaborative.

(5) Unencumbered funds in section 201(11) appropriated for the Michigan ADN to BSN completion grant program are designated as a work project appropriation and must not lapse at the end of the fiscal year. Unencumbered and

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

105 WEST ALLEGAN STREET, LANSING, MICHIGAN 48933 • www.michigan.gov/leo • 517-241-6712

unallotted funds must be available for expenditures for grants under this section. The purpose of the work project is to increase access to BSN programs on community college campuses through collaborative partnership. The estimated completion date of this work project is September 30, 2026.