
NEBRASKA

Good Life. Great Opportunity.

DEPT. OF ECONOMIC DEVELOPMENT

Nebraska 2020 Workforce Retraining Initiative Application

*This is a copy of the application content and is intended for reference purposes only.
The final display may vary.*

Introduction

The Department of Economic Development (DED) and Nebraska Department of Labor (NDOL) have announced the Nebraska Workforce Retraining Initiative, which seeks to train unemployed and underemployed individuals in skillsets that create pathways to employment in high-demand careers and industries. The initiative will facilitate collaboration among Nebraska economic and labor research organizations, business and industry leaders, chambers of commerce, and community colleges to identify ongoing high-demand jobs and projected workforce skillsets for emerging industries and utilize the Nebraska Community College system's training infrastructure and connection to businesses to assist workers that have been negatively impacted by COVID-19.

This application is for eligible applicants, specifically the Nebraska Community Colleges. Individuals who have lost their jobs and/or are underemployed as a result of COVID-19 will be invited to apply to the community colleges for scholarships. Information on these scholarships will be released in July.

Please review the program guidelines prior to starting your application. Guidelines include eligibility definitions, program timeline and proposal selection information.

For questions, please contact: Allison Hatch | Talent Development Team Leader | DED | allison.hatch@nebraska.gov | 402-471-3367

Part 01: Applicant Information

Applicant

Provide information for the grant applicant.

Applicant Name *

Legal Mailing Address

Address Line 1 *

Address Line 2

City *

State *

Postal Code *

County *

Contact

First Name *

Last Name *

Title *

Email Address *

Phone Number (000-000-0000) *

Extension

Part 02: Project Details

Executive Summary

Provide an executive summary of the College's proposed use of Workforce Retraining Initiative funds.

Character limit: 3,300 (about 1 page)

Executive Summary Narrative *

Provide a description of how the College plans to meet the initiative's objective and goals. Please refer to the objectives and goals listed in Section A of the program Guidelines.

Character limit: 3,300 (about 1 page)

Objectives and Goals Narrative *

Provide a description of how the College plans to measure and evaluate the success of the initiative. Include applicable metrics, performance indicators that tie to the objectives and goals outlined in the question above

Character limit: 1,650 (about 1/2 page)

Description *

Training Programs

Provide a list and description of the identified eligible training programs for which the funding will be used. This includes programs to be enhanced or designed and for scholarship recipients to complete. For each training program, please include:

- a. The title of the training program;
- b. The training program's tuition cost;
- c. The training program's current enrollment (as of the proposal submission)
- d. The training program's past performance history (if existing program), including enrollment numbers, enrollment rates, student completion numbers, student completion rates, and job placement outcomes;
- e. The credential the student will receive after program completion
- f. The high-demand occupations this training program frequently results in;
- g. How the training program will be offered (e.g. virtually and/or in the classroom);
- h. How funds will be used to enhance or design it (e.g. personnel, technology & equipment and classroom design or space needs);

- i. Planned or existing relationships with Nebraska-based employers that will help provide experiential learning opportunities or enable and expedite job placement for program graduates; and
- j. How the training program will provide each scholarship recipient a work-based learning experience that may lead to employment with Nebraska-based employer (e.g. an internship, beginning a registered apprenticeship, clinical hours, or On-the-Job Training program, etc.).

Character limit: 33,300 (about 10 pages)

Training Program Narrative *

Scholarships

Provide a description of how the College will award scholarship funds to student applicants. Please include:

- a. How the opportunity will be marketed by the College and partners in the region;
- b. How the College will accept potential student applications;
- c. How the scholarship recipients will be selected;
- d. How the scholarship funds will be distributed to the recipients (e.g. equally to each recipient or varying depending on enrolled training program tuition cost).
- e. How the College will survey the scholarship recipients three months after they have completed the training program regarding employment outcomes.

Character limit: 6,600 (about 2 pages)

Scholarship Narrative *

Student Services

Provide a description of how the College will enhance career coaching services to scholarship recipients. Please include:

- a. Plans to hire, train, or retrain career coaches (or contract with a workforce development entity or chamber of commerce organization in the College region to provide career coaches to deliver career coaching services);
- b. Plans to engage the Nebraska Department of Labor (NDOL) in providing career coaching services;
- c. Whether the College will create an interface between the College's career services and NDOL's NEworks job opportunities;
- d. How the career coaching will be delivered to scholarship recipients; and

e. What the career coaching will include, such as coaching around goal setting; educational pathway planning and creating training plans (including determining which training programs are the best fit for their skills and goals and lead to high-demand employment pathways); job search preparation and job search assistance.

Character limit: 6,600 (about 2 pages)

Student Services Narrative *

Provide a description of how the College will partner with NDOL to refer scholarship applicants in NEworks for verification of workforce program eligibility. It is recommended that the College register as a Provider on NDOL's NEworks website (NEworks.Nebraska.Gov).

Character limit: 3,300 (about 1 pages)

NDOL Eligibility Narrative *

Part 03: Additional Documents

Upload Letters of Support

Please attach letters of support provided by regional businesses and other relevant partners.

- a. Letters should reiterate their need for individuals with the training to be provided through the eligible training programs and/or how they will be engaged with the students through a work-based learning experience.
- b. Combine the letters into one attachment.

UPLOAD: Letters of Support *

Choose File

Part 04: Bank Information

Bank Information

Business Type (Federal Tax Classification) *

Individual

- Sole Proprietor
- C-Corporation
- S-Corporation
- Partnership
- Trust/Estate
- Non-Profit Entity
- Government (Local, State, Federal)
- Limited Liability Company (LLC)

If LLC was chosen above, what is your tax classification? _ *

- Not an LLC
- C-Corporation
- S-Corporation
- Partnership

Exempt payee code (if any) - refer to your W-9

Exemption from FATCA reporting code (if any) - refer to your W-9

Financial Institution Name *

Account Type _ *

- Checking
- Savings

Name on Account *

Account Number *

Routing Number *

Part 05: Terms and Conditions

Terms and Conditions

Please download and read the Grant Agreement Requirements and Conditions

[Nebraska Grant Agreement Requirements and Conditions.pdf](#)

Please read the Grant Agreement Requirements and Conditions and accept the certification terms _ *

I acknowledge that I have read, and do hereby accept, the Grant Agreement Requirements and Conditions contained in this online application.

Please type First and Last Name *

Date Signed *

06/15/2020 ▾

DED Contact Information

Questions may be directed to:

Allison Hatch, Talent Development Team Leader
Nebraska Department of Economic Development
P.O. 94666
Lincoln, NE 68509-4666
(402) 471-471-3367 | allison.hatch@nebraska.gov

Additional information: <https://getnebraskagrowing.nebraska.gov/>

Statewide Relay System

Individuals, who are hearing and/or speech impaired and have a TTY, may contact the Department through the Statewide Relay System by calling (800) 833-7352 (TTY) or (800) 833-0920 (voice).

The relay operator should be asked to call DED at (800) 426-6505 or (402) 471-3111.

Resources

General and Program specific Amplifund user guides and videos can be found at <https://opportunity.nebraska.gov/amplifund/>.

Budget Template

Category	Description
Integration of Career Services with NWorks Interface Cost	<p>Eligible Projects Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Calculate Match" to "Yes". Enter in your Match Dollar Amount. The "Total Budgeted" is your requested Administration and Scholarship funds.</p> <p>Note, DED does not require matching funds for the Workforce Retraining Initiative. Matching funds are captured here for information purposes only.</p> <p>After saving your line item, verify that the "Grant Funded", "Cash Match", "In-Kind Match" and "Total Budgeted" columns are correct.</p> <p>See the Guidelines for more information regarding eligible and ineligible expenses.</p> <p>See Budget User Guide for error explanations.</p>
Equipment & Supplies	<p>Eligible Project Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Calculate Match" to "Yes". Enter in your Match Dollar Amount. The "Total Budgeted" is your requested Administration and Scholarship funds.</p> <p>Note, DED does not require matching funds for the Workforce Retraining Initiative. Matching funds are captured here for information purposes only.</p> <p>After saving your line item, verify that the "Grant Funded", "Cash Match", "In-Kind Match" and "Total Budgeted" columns are correct.</p> <p>See the Guidelines for more information regarding eligible and ineligible expenses.</p> <p>See Budget User Guide for error explanations.</p>
Marketing	<p>Eligible Project Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Calculate Match" to "Yes". Enter in your Match Dollar Amount. The "Total Budgeted" is your requested Administration and Scholarship funds. Note, DED does not require matching funds for the Workforce Retraining Initiative. Matching funds are captured here for information purposes only. After saving your line item, verify that the "Grant Funded", "Cash Match", "In-Kind Match" and "Total Budgeted" columns are correct. See the Guidelines for more information regarding eligible and ineligible expenses. See Budget User Guide for error explanations.</p>

Other	<p>Eligible Project Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Calculate Match" to "Yes". Enter in your Match Dollar Amount. The "Total Budgeted" is your requested Administration and Scholarship funds. Note, DED does not require matching funds for the Workforce Retraining Initiative. Matching funds are captured here for information purposes only. After saving your line item, verify that the "Grant Funded", "Cash Match", "In-Kind Match" and "Total Budgeted" columns are correct. See the Guidelines for more information regarding eligible and ineligible expenses. See Budget User Guide for error explanations.</p>
Scholarships	<p>Eligible Project Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Calculate Match" to "Yes". Enter in your Match Dollar Amount. The "Total Budgeted" is your requested Administration and Scholarship funds. Note, DED does not require matching funds for the Workforce Retraining Initiative. Matching funds are captured here for information purposes only. After saving your line item, verify that the "Grant Funded", "Cash Match", "In-Kind Match" and "Total Budgeted" columns are correct. See the Guidelines for more information regarding eligible and ineligible expenses. See Budget User Guide for error explanations.</p>
Space Renovation or Upgrades	<p>Eligible Project Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Calculate Match" to "Yes". Enter in your Match Dollar Amount. The "Total Budgeted" is your requested Administration and Scholarship funds. Note, DED does not require matching funds for the Workforce Retraining Initiative. Matching funds are captured here for information purposes only. After saving your line item, verify that the "Grant Funded", "Cash Match", "In-Kind Match" and "Total Budgeted" columns are correct. See the Guidelines for more information regarding eligible and ineligible expenses. See Budget User Guide for error explanations.</p>
Staff & Personnel	<p>Eligible Project Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Calculate Match" to "Yes". Enter in your Match Dollar Amount. The "Total Budgeted" is your requested Administration and Scholarship funds. Note, DED does not require matching funds for the Workforce Retraining Initiative. Matching funds are captured here for information purposes only. After saving your line item, verify that the "Grant Funded", "Cash Match", "In-Kind Match" and "Total Budgeted" columns are correct. See the Guidelines for more information regarding eligible and ineligible expenses. See Budget User Guide for error explanations.</p>
Training	<p>Eligible Project Costs: Enter the total amount in the "Direct Cost" field (Direct Cost = Grant Funded + Cash Match + In-Kind Match). Change "Calculate Match" to "Yes". Enter in your Match Dollar Amount. The "Total Budgeted" is your requested Administration and Scholarship funds. Note, DED does not require matching funds for the Workforce Retraining Initiative. Matching funds are captured here for information purposes only. After saving your line item, verify that the "Grant Funded", "Cash Match", "In-Kind Match" and "Total Budgeted" columns are correct. See the Guidelines for more information regarding eligible and ineligible expenses. See Budget User Guide for error explanations.</p>

Performance Plan Template

Title	Description	Required	Allowed Goal Types
Milestone Throughout the Project	List at least 5 anticipated milestones. For each milestone please provide the name of the milestone; the projected completion date (due date); and a brief description of the activity. Milestones could be scholarship section, program launch, program completion, etc.	Yes	Milestone
Enrollment Rate	Please specify the anticipated enrollment rate for each training program you are proposing. Note: please report percentages as decimals	Yes	Percent Achieved
Graduation Rate	Please specify the anticipated graduation rate for each training program you are proposing.	Yes	<u>Percent Achieved</u>
Job Placement Rate	Please specify the anticipated job placement rate for each training program you are proposing.	Yes	<u>Percent Achieved</u>
Other	Please specify any other performance goals you have for your training programs.	No	Milestone, Narrative, Numeric, Percent Achieved, Percent Changed, Reimbursement