



# Nebraska Workforce Retraining Initiative Guidelines

The Nebraska 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. This training initiative will utilize the Nebraska Community College System's training infrastructure and connection to businesses to assist workers that have been negatively impacted by COVID-19.

## For questions, please contact:

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## Additional Information:

<https://getnebraskagrowing.nebraska.gov/workforce-retraining-initiative/>

## To Apply:

The application will be available between June 16 and June 24<sup>th</sup> [here](#).

## A. Program Objectives

The initiative seeks to provide training to unemployed and underemployed individuals in skillsets that create pathways to employment in high-demand careers and industries. Goals of the program include, but are not limited to:

- a) Significant improvement in employment status after completion of training, including:
  - i. Job placement for unemployed individuals
  - ii. Increased earnings and decreased underemployment
  - iii. Long-term employment retention
- b) Long-term reduction of unemployed Nebraskans in the most negatively affected industries
- c) Long-term employment growth in high-demand occupations

## B. Eligible Applicants

Eligible applicants are Nebraska community colleges (Colleges); specifically Central Community College, Metropolitan Community College, Mid-Plains Community College, Northeast Community College, Southeast Community College and Western Nebraska Community College.

## C. Eligible Expenses

Workforce Retraining Initiative funding may be used by awarded Colleges for scholarships to eligible students in eligible training programs and the administration of eligible training programs.

Scholarship funds may be used by Colleges to cover the cost of training (e.g., tuition) for eligible individuals. Colleges may determine how the scholarship funds are distributed to the recipients (e.g., equally to each recipient or varying depending on enrolled training program tuition cost) as long as the average scholarship is not above \$1,100.

Administration funds will also be available to the Colleges to cover (i.e., the following items are *not all required* to participate in the Workforce Retraining Initiative):

- a) Costs of enhancing or designing eligible training programs (e.g., personnel, technology and equipment, and classroom design or space needs);
- b) Costs of interfacing NDOL's NEworks website (NEworks.Nebraska.Gov) with college career services; and
- c) Salary and training of career coaches that will deliver proactive career coaching to student scholarship recipients.
  - i. Career coaches may be newly hired staff, retrained existing staff or contracted resources through a workforce development entity or chamber of commerce organization in the College region.
  - ii. All career coaches must be well versed in NDOL programs in order to knowledgeably connect scholarship recipients with NDOL programs they may be eligible for. If the students are enrolled in programming, the coaches will work closely with NDOL to meet federal guidelines and goals of the programs.

All funds must be expended by the College by December 30, 2020, to be considered eligible.

- a) Scholarship Funds: all scholarships must be awarded to eligible students by December 30, 2020, and training must begin by December 30, 2020 (even though training may end as late as March 31, 2021).
- b) Administration Funds: only administrative costs that are incurred/expended by December 30, 2020, are eligible. Specifically, although training may continue until March 31, 2021, granted administration funds cannot be used to cover administrative costs after December 30, 2020. Activities that are required for each training program (e.g., instruction, career coaching and work-based experiences) will need to continue through the duration of the training even though DED will not be able to reimburse these expenses if incurred after December 30, 2020. For example, if the supplies, rent or equipment have been purchased by December 30, then they can be reimbursable. Pre-paying salaries in December for course delivery in 2021 would not be eligible. Colleges may choose to avoid expending funds that cannot be reimbursed by these administration funds by only including training programs that will be complete by December 30, 2020.

Grant funds may not be used for: indirect costs; wages or salaries that are already paid by the College (note: wages paid to compensate additional hours necessary to the project are an eligible expense); alcohol, tobacco and entertainment; politically related activities (e.g., lobbying services, etc.); individual donations or fundraising activities; costs incurred outside of the contract period of the grant; costs being reimbursed under other federal programs; and other costs deemed unallowable by DED.

Matching funds are not required but are captured in the proposals provided by Colleges for informational purposes only.

#### **D. Eligible Training Programs**

Colleges may enhance, design and award scholarships for students to enroll in eligible training programs. Eligible training programs are those that are offered through classroom, virtual/online and on-the-job training and will upskill and retrain unemployed or underemployed individuals in occupations of high demand in the College region.

The training programs must:

- a) Provide a recognizable credential;
- b) Regularly lead to a high-demand and high-skill job, or a high-demand job that is a step in a career pathway leading to a high-demand and high-skill job;
- c) Ensure each scholarship recipient enters into a work-based learning experience that may lead to employment with a Nebraska-based employer (e.g., an internship, beginning a registered apprenticeship, clinical hours, on-the-job training program, etc.);
- d) Provide each scholarship recipient with comprehensive career coaching services; and
- e) Be completed by March 31, 2021 (given the pressing economic need, training may start as soon as practically possible).

The following are examples of acceptable credentials:

- a) Occupational licenses (examples: Federal Aviation Administration aviation mechanic licenses, asbestos inspector licenses);
- b) Occupational certificates (examples: Registered Apprenticeship certificates of completion, Career and Technical Education educational certificates);

- c) Occupational certifications (examples: National Institute for Automotive Service Excellence certifications, National Institute for Metalworking Skills, Inc. Machining Level I credentials); and
- d) Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment (example: Microsoft Information Technology certificates).

If the program of study does not result in a recognized credential, the College must demonstrate that it provides a threshold of skills and knowledge for an individual that regional businesses would accept as qualifying for their high-demand positions.

All Colleges must set up and/or update their NEworks Provider Account, allowing the College to submit a list eligible training programs to NDOL. NDOL will assist Colleges by connecting employers to hire trained students through on-the-job training, work experience, registered apprenticeship programs and traditional employment.

## **E. Eligible Students**

Colleges may award scholarships to eligible students. Eligible students are unemployed or underemployed individuals who have been negatively impacted by COVID-19. An individual may only receive one Workforce Retraining Initiative scholarship.

Eligible students must be in at least one of the following employment situations:

- a) Unemployed on or after March 13, 2020, as a result of COVID-19;
- b) Unemployed starting between January 1, 2020, and March 13, 2020, and are now unable to find employment as a result of COVID-19;
- c) Employed for less than 40 hours a week at a job which provides the majority of their income (Primary Job) because of COVID-19 and wish to be employed full time;
- d) Employed temporarily at their Primary Job because of COVID-19 but wish to be employed permanently; or
- e) Furloughed or laid off from a Primary Job on or after March 13, 2020, because of COVID-19 (or had to close their own business, which provided the majority of their income, because of COVID-19) and are now employed at a new Primary Job with lower wages than their previous employment.

Each student applicant will agree to Terms and Conditions provided by DED, attesting to the truthfulness of their employment status. The College or DED may request documentation of how the eligible student's employment situation was impacted by COVID-19.

Subsequent to DED's approval of an existing college training program under the Nebraska Workforce Retraining Initiative, students currently in such programs who have been negatively impacted by COVID-19 and meet the requirements outlined above may be considered eligible for scholarships.

Students who drop, withdraw or change their plans and do not continue the training program will be considered no longer eligible to participate in this program. Colleges should formally require scholarship recipients to repay the scholarship funds to the College if the student becomes ineligible. The scholarship may be re-awarded by the College to another eligible student. Colleges will be required to return any scholarship funds that were not used by eligible students.

Students are encouraged to register for an individual account with NDOL's NEworks ([NEworks.Nebraska.Gov](https://NEworks.Nebraska.Gov)).

## **F. Student Scholarship Recipient Services**

In addition to skills-based training and education, each scholarship recipient will receive comprehensive career coaching services with the College and in partnership with NDOL. Career coaching may include coaching around goal setting, training plans, job search preparation and job searching. All students may also be referred to NDOL; NDOL's services would include employment readiness assistance and career matching services such as on-the-job training, work experiences, registered apprenticeships, traditional employment opportunities and co-enrollment into various workforce services and programs. These services are customized according to the individual's preference and need. Some of the potential services may cover some of the cost of required tools and materials of the training program.

Scholarship recipients who complete the UI Training Application (provided during application) will be considered for continued unemployment insurance benefits on a case-by-case basis at the discretion of the Commissioner of Labor.

If colleges identify scholarship recipients who could benefit from supportive services and/or additional training following the scholarship program and/or employment a referral should be made to NDOL. The referral should be made through NEworks, if possible, or sent to a pre-determined email inbox. The college should include the scholarship recipient's name, phone number, email, need (reason for referral), and location of residence (county or city).

**G. Grant Amounts and Disbursements**

DED will allocate \$16 million to eligible applicants (Colleges) for the Worker Retraining Initiative. Of this amount, about \$13.6 million will be awarded for scholarships and up to \$2.4 million may be used for program setup and administration costs. Proposals from Colleges will outline their planned use of awarded funds.

Once administration funds are awarded to the Colleges, 50% will be disbursed up front and 50% will be disbursed on a reimbursement basis. Colleges will be required to submit evidence of all expenditures.

Scholarships will be allocated as a number of scholarships the College may award. Colleges should determine how the scholarship funds are distributed to the recipients (e.g., equally to each recipient or varying depending on enrolled training program tuition cost). Scholarship funding will not be disbursed up front. Instead, on September 1st all Colleges will report the number of awarded scholarships, up to their allocated amount, to DED and DED will begin the process to disburse the scholarship funds. At this point, DED will also reallocate the number of remaining scholarships proportionally to Colleges with waiting lists of approved eligible students.

DED will distribute administration funds and scholarships along these lines: 20% of the administration funds and scholarships will be distributed equally, and 80% of the administration funds and scholarships will be distributed based on the community college's region's share of first-time unemployment insurance claims filed between March 21, 2020, and May 30, 2020. Proposals may request funds up to this distribution level.

Administration Funding Distribution:

Region	Region's Share of State's Unemployment	20% of Administration Funds Awarded Equally	80% of Administration Funds Awarded by Region's Share of State Unemployment	Administration Funds Total
Central	15.20%	\$80,000.00	\$291,840.00	\$371,840.00
Metro	48.80%	\$80,000.00	\$936,960.00	\$1,016,960.00
Mid-Plains	2.80%	\$80,000.00	\$53,760.00	\$133,760.00
Northeast	4.40%	\$80,000.00	\$84,480.00	\$164,480.00
Southeast	25.60%	\$80,000.00	\$491,520.00	\$571,520.00
Western NE	3.20%	\$80,000.00	\$61,440.00	\$141,440.00
<b>Total</b>	<b>100.00%</b>	<b>\$480,000.00</b>	<b>\$1,920,000.00</b>	<b>\$2,400,000.00</b>

Allocated Scholarships Distribution:

Region	Region's Share of State's Unemployment	20% of Scholarships Allocated Equally	80% of Scholarships Allocated by Region's Share of State Unemployment	Total Number of Scholarships Allocated	Estimated Scholarship Funds Total (avg. scholarship at \$1,100)
Central	15.20%	412	1,503	1,915	\$2,106,500.00
Metro	48.80%	412	4,827	5,239	\$5,762,900.00
Mid-Plains	2.80%	412	277	689	\$757,900.00
Northeast	4.40%	412	435	847	\$931,700.00
Southeast	25.60%	412	2,532	2,944	\$3,238,400.00
Western NE	3.20%	412	317	729	\$801,900.00

<b>Total</b>	<b>100.00%</b>	<b>2,472</b>	<b>9,891</b>	<b>12,363</b>	<b>\$13,599,300.00</b>
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Administration Funding and Scholarship Allocations Summary:

<b>Region</b>	<b>Total Number of Scholarships Allocated</b>	<b>Estimated Scholarship Funds Total (avg. scholarship at \$1,100)</b>	<b>Administration Funds Total</b>	<b>Estimated Total Funds</b>	<b>Estimated % Funds Distribution</b>
Central	1,915	\$2,106,500.00	\$371,840.00	\$2,478,340.00	15.49%
Metro	5,239	\$5,762,900.00	\$1,016,960.00	\$6,779,860.00	42.38%
Mid-Plains	689	\$757,900.00	\$133,760.00	\$891,660.00	5.57%
Northeast	847	\$931,700.00	\$164,480.00	\$1,096,180.00	6.85%
Southeast	2,944	\$3,238,400.00	\$571,520.00	\$3,809,920.00	23.81%
Western NE	729	\$801,900.00	\$141,440.00	\$943,340.00	5.90%
<b>Total</b>	<b>12,363</b>	<b>\$13,599,300.00</b>	<b>\$2,400,000.00</b>	<b>\$15,999,300.00</b>	<b>100.00%</b>

**H. Process and Timeline**

<b>Date</b>	<b>Responsible Entity</b>	<b>Process Description</b>
June 12, 2020	DED	Program details and guidelines are released.
June 16, 2020	DED	Colleges are invited to prepare and submit proposals.
June 24, 2020	Colleges	Proposals are due to DED for review and negotiation.
June 29, 2020	DED	Notice of awards will be provided to Colleges outlining approved activities, granted funds and initially allocated scholarships. Disbursement processing of initial administration funds will begin.
June 29, 2020	DED, Colleges	Outreach and marketing should begin.
July 10, 2020	Colleges	Online scholarship application process will open. Colleges will maintain a waiting list of eligible students for subsequent scholarship allocations.
September 1, 2020	DED	Allocated scholarships that have not been awarded to eligible students will be reallocated to Colleges by DED. Disbursement processing for awarded scholarships will begin.
TBD	Colleges	Training begins. Given the pressing economic need, training programs should start as soon as practically possible.
October 1, 2020	DED	Allocated scholarships that have not been awarded to eligible students will be unallocated by DED.
December 30, 2020	Colleges	All expenses must occur on or before this deadline to be considered eligible. All training must begin on or before this deadline to be considered eligible.
January 31, 2021	Colleges	Final expense documentation must be provided to DED.

March 31, 2021	Colleges	Survey of individuals who completed training on or before December 30 regarding employment outcomes.
April 30, 2021	Colleges	Report initial employment outcomes survey results to DED.
March 31, 2021	Colleges	All training must be complete and credentials awarded.
June 30, 2021	Colleges	Survey of individuals who completed training after December 30 regarding employment outcomes.
July 31, 2021	Colleges	Report second employment outcomes survey results to DED.

## **I. Proposal Requirements**

Colleges will be asked to include the following elements in their proposals to DED:

- a) Total amount of award requested, including any cash or in-kind match. Matching funds are not required for the Workforce Retraining Initiative and are only captured in the proposal for informational purposes.
- b) An executive summary of the College's proposed use of funds.
- c) A description of how the College plans to meet the initiative's objectives and goals.
- d) 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 above. (Note, specific goals are captured later as well).
- e) 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, this will include:
  - i. The title of the training program;
  - ii. The training program's tuition cost;
  - iii. The training program's schedule, including the estimated time needed to prepare before training can begin;
  - iv. 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;
  - v. The credential the student will receive after program completion;
  - vi. The high-demand occupations this training program frequently results in;
  - vii. How the training provides skills and credentials still needed in a post-COVID-19 economy;
  - viii. How the training program will be offered (e.g., virtually and/or in the classroom);
  - ix. How funds will be used to enhance or design it (e.g., personnel, technology and equipment and classroom design or space needs);
  - x. 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
  - xi. How the College will ensure each scholarship recipient enters into a work-based learning experience that may lead to employment with a Nebraska-based employer (e.g., an internship, beginning a registered apprenticeship, clinical hours, or on-the-job training program, etc.).
- f) A description of how the College will award scholarship funds to student applicants. This will include:
  - i. How the opportunity will be marketed by the College and partners in the region;
  - ii. How the College will accept potential student applications;
  - iii. How the scholarship recipients will be selected;
  - iv. 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); and
  - v. How the College will survey the scholarship recipients three months after they have completed the training program.
- g) A description of how the College will enhance career coaching services to scholarship recipients. This will include:
  - i. 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);
  - ii. Plans to engage NDOL in providing career coaching services;

- iii. Whether the College will create an interface between the College's career services and NDOL's NEworks website (an eligible use of funds though not required);
  - iv. How the career coaching will be delivered to scholarship recipients; and
  - v. 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.
- h) 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). (Refer to Section F of these guidelines for clarification.)
  - i) Letters of support provided by regional businesses. 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.
  - j) A budget table outlining projected expenses of eligible activities.
  - k) A list of at least 5 anticipated milestones. This will include the name of the milestone; the projected completion date; and a brief description of the activity. Milestones could be scholarship selection, program launch, program completion, etc.
  - l) A list of anticipated enrollment rates, completion rates and job placement rates for each proposed program and any other performance goals for the training programs.

## **J. Proposal Selection and Contracts**

Proposals must demonstrate how the College will most efficiently and effectively coach, train and upskill unemployed and underemployed workers, leading to a high-demand and high-growth career.

Not all proposed training programs will be determined eligible training programs for the use of scholarships and administration funds. Preference may be given to training programs that:

- a) Provide skills and credentials that are in high demand in a post-COVID-19 economy;
- b) Will be ready to begin training scholarship recipients quickly;
- c) Are existing and have historically successful enrollment, completion and job placement rates; and
- d) Will be completed prior to December 30, 2020.

Proposals will be evaluated by a selection committee including DED and NDOL staff who will recommend approvals to the Director of DED, or a designee, for final approval. Proposals may be negotiated prior to approval.

Once a College proposal has been approved, DED will establish a contract outlining the program requirements and approved expenses. After contract execution disbursement processing of initial administration funds will begin.

## **K. Student Scholarship Application, Selection and Survey Process**

Colleges will provide potential students a way to submit their application online. Colleges will review applications and determine scholarship awards. Colleges will create a waiting list if approved student applicants outnumber available scholarships.

The minimum information that must be collected for each applicant is:

- a) The student applicant's name, address, email and phone number;
- b) The student applicant's Social Security Number;
- c) The student applicant's highest level of education completed previously (i.e., High school degree or the equivalent, Certificate or less than a 2-year degree, Associates Degree, Bachelor's Degree, Master's Degree, Professional or Doctoral Degree); and
- d) Information on how the student applicant's employment situation has been impacted by COVID-19 (to determine if they are an eligible student) including:
  - i. A self-verification by the applicant that he/she is:
    - 1. Unemployed as of March 13, 2020, as a result of COVID-19;
    - 2. Unemployed starting between January 1, 2020, and March 13, 2020, and are now unable to find employment as a result of COVID-19;

3. Employed less than 40 hours a week at a job which provides the majority of their income (Primary Job) because of COVID-19 and wish to be employed full time;
  4. Employed temporarily at their Primary Job because of COVID-19 but wish to be employed permanently; or
  5. Furloughed or laid off from a Primary Job on or after March 13, 2020, because of COVID-19 (or had to close their own business, which provided the majority of their income, because of COVID-19) and are now employed at a new Primary Job with lower wages than their previous employment.
- ii. Information on their current Primary Job (and previous Primary Job if their Primary Job changed due to COVID-19), including:
1. The business name;
  2. The business location;
  3. Their position title;
  4. Their current, or most recent, hourly compensation;
  5. The date their hours were reduced, if applicable;
  6. The date they were laid off or furloughed, if applicable;
  7. Their average weekly hours between March 13, 2020, and May 30, 2020; and
  8. Their average weekly hours between January 1, 2020, and March 13, 2020.

If the student is unemployed, the College should determine if the student is receiving unemployment insurance benefits. If they are, the College should provide them with access to the UI Training Application (provided by NDOL).

Each scholarship recipient must be surveyed by the College at three months after training program completion. The survey must include, at minimum:

- a) The student applicant's name, address, email and phone number;
- b) The student applicant's Social Security Number;
- c) Information on the scholarship recipient's employment outcome, including:
  - iii. A self-verification of whether the student applicant is:
    1. Unemployed;
    2. Employed less than 40 hours a week at their Primary Job and wish to be employed full time;
    3. Employed temporarily at their Primary Job but wish to be employed permanently; or
    4. Employed at a new Primary Job with lower wages than their primary job prior to furlough or layoff.
  - iv. Information on their current Primary Job (if applicable), including:
    1. The business name;
    2. The business location;
    3. Their position title;
    4. Their average weekly hours; and
    5. Their hourly compensation.

## **L. Reporting Requirements**

Reporting to DED will occur through AmpliFund.

DED will likely request bimonthly reporting updates from the Colleges with the following information:

- a) Eligible training program information, including:
  - i. The training dates;
  - ii. How the training was provided (virtually and/or in the classroom);
  - iii. The number of students requesting scholarships (eligible and not eligible) in this program;
  - iv. The number of eligible students requesting scholarships in this program;
  - v. The number of students awarded scholarships in this program;
  - vi. The total scholarship funds awarded;
  - vii. The enrollment rate;
  - viii. The completion rate; and
  - ix. The job placement rate (for unemployed individuals).
- b) Scholarship applicant waiting list of information, including:
  - i. All minimally required information captured by the application (specifically including SSN and how their employment has been impacted by COVID-19);
  - ii. Potential program of study;



- iii. Potential scholarship funds to be awarded.
- c) Scholarship recipient information, including:
  - i. All minimally information captured by the application (specifically including SSN and how their employment has been impacted by COVID-19);
  - ii. Enrolled program of study;
  - iii. Status of enrollment (e.g. currently enrolled or no longer enrolled/dropped out);
  - iv. Program of study completion date;
  - v. Scholarship funds awarded;
  - vi. How the student engaged/will engage in a work-based learning experience;
  - vii. Which business(es) the student engaged/will engage with during the work-based learning experience; and
  - viii. Job placement information.
- d) Budget update with expenses.
- e) Milestone updates (if any).
- f) Goals updates (if any).

To close out the grant, Colleges will be required to report the above information as well as the responses collected through the scholarship recipient survey regarding employment outcomes.

#### **M. Right to Audit and Records Retention**

The Nebraska state auditors, federal auditors and internal auditors of DED, or others so designated by DED, shall have the option to audit all accounts directly pertaining to the resulting grant for a period of five (5) years from the date of final payment or as required by applicable state and federal law. Records shall be made available during normal working hours for this purpose.

The following access to records requirements apply to this contract:

- a) The program participant agrees to provide DED, the US Department of the Treasury or authorized representatives, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers, and records of the program participant which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions.
- b) The program participant agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

#### **N. Summary of Expectations of the Student Scholarship Recipients**

- a) Successfully complete the training program.
- b) Truthfully attest to their current employment situation and how it was impacted by COVID-19.
- c) Provide sufficient documentation of how their employment situation was impacted by COVID-19, if requested by DED or the College.
- d) Engage in career coaching.
- e) Engage in a work-based learning experience with a Nebraska-based employer.
- f) Provide an accurate and timely response to an employment outcomes survey when prompted by DED or the College.

#### **O. Summary of Expectations of the College**

- a) Provide training programs that will best meet the initiative's objectives.
- b) Engage regularly with area employers to understand employment needs and shape training programs to best meet those needs.
- c) Engage with area employers to ensure each scholarship recipient participates in a work-based learning experience that may lead to employment.
- d) Continuously track, to the best of their ability, employment outcomes for scholarship recipients; conduct a final survey on their employment outcomes.
- e) Ensure each scholarship recipient receives comprehensive career coaching.
- f) Register as a Provider on NDOL's NEworks website (NEworks.Nebraska.Gov) and submit training programs for the Eligible Training Provider List

- g) Partner with NDOL who will assist the College in connecting employers to hire trained students through on-the-job training, work experience, registered apprenticeship programs and traditional employment.
- h) If the College identifies students who could benefit from supportive services and/or additional training following the scholarship program and/or employment, the College should refer the student to NDOL to explore potential co-enrollment into additional workforce services and programs.
- i) Require scholarship recipients repay the scholarship funds to the College if the student becomes ineligible, and return any scholarship funds that were not used by eligible students.
- j) Track and submit evidence of all expenditures.
- k) Maintain continuous communication with DED and NDOL representatives.
- l) Report required information as requested, likely frequently.