



HEALTHCARE WORKFORCE INVESTMENT FUND

# AWARDEE TOOLKIT

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## **About the Council on Postsecondary Education**

**The Council on Postsecondary Education is Kentucky's higher education coordinating agency committed to strengthening our workforce, economy and quality of life. We do this by guiding the continuous improvement and efficient operation of a high-quality, diverse and accessible system of postsecondary education.**

**Key responsibilities include:**

- developing and implementing a strategic agenda for postsecondary education that includes measures of progress.**
- producing and submitting a biennial budget request for adequate public funding of postsecondary education.**
- determining tuition rates and admission criteria at public postsecondary institutions.**
- collecting and distributing data about postsecondary education performance.**
- ensuring the coordination and connectivity of technology among public institutions.**
- licensing non-public postsecondary institutions to operate in the Commonwealth.**

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# GUIDING LEGISLATION & DOCUMENTATION

*\*Hover over underlined words or phrases to access the referenced document or website.*

**KRS 164.0401** - Definitions for KRS 164.0401 to 164.0407

**KRS 164.0402** - Legislative intent -- Kentucky healthcare workforce investment fund -- Administrative regulations

**KRS 164.0403** - Healthcare training scholarships -- Partnership proposal requirements -- Partnership contract -- Scholarship contract -- Restrictions -- Recoupment -- Prohibitions

**13 KAR 5:010** - Healthcare Training Scholarships

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## CPE HWIF Website

The Healthcare Workforce Investment Fund website is the primary source for the most current information and updates, future funding opportunities, the HWIF Steering Committee, and a frequently asked questions section.

**HWIF Biannual Reporting Template**

**2025 Summary Report: Healthcare Workforce Investment Fund**



# WHAT HAPPENS AFTER AN AWARD IS MADE?

## Phase 1: Award Notification & Acceptance

### CPE Responsibilities

- Notify designated points of contact of award decision
- Initiate contracting process with:
  - Healthcare Partner
  - Healthcare Program

### Healthcare Partner & Program Responsibilities

- Confirm continued participation and points of contact
- Prepare for execution of contracts
  - *Note:* CPE will execute separate contracts with the healthcare partner and the healthcare program, respective to each of their roles in the partnership

## Phase 2: Contract Execution

### Healthcare Program Contract with CPE

- CPE will send the contract to the healthcare program for signature
  - Acknowledge reporting, invoicing, and scholarship administration requirements
- Prepare for execution of contracts

### Healthcare Partner Contract with CPE

- CPE will send the contract to the healthcare partner for signature
  - Commit to dollar-for-dollar match amount stated in proposal
- CPE will invoice the partner for their financial commitment upon execution of the contract

### *Important Note*

The funds may be dispersed to the healthcare program for scholarship awards until:

- Both contracts are fully executed
- The healthcare partner funds are received by CPE

## Phase 3: Deposit of Matching Funds

### Healthcare Partner Responsibilities

- Receives invoice from CPE
- Transfers matching funds to CPE

### CPE Responsibilities

- Confirms receipt of partner funds

## Phase 4: Scholarship Program Implementation

### Healthcare Program Responsibilities

- Establish and administer scholarship application and selection process
  - Encourage scholarship applicants to complete the FAFSA
  - Verify applicants are Kentucky residents (*per definition in KRS 164.0401*)
  - Award scholarships
  - Execute scholarship contracts and promissory notes with students
    - An example promissory note is provided on page 11
  - Track scholarship recipients' progress through the academic program and employment commitment

### Healthcare Partner Responsibilities

- Collaborate with the healthcare program on:
  - Scholarship application development and student selection process
  - Student onboarding and retention
  - Tracking scholarship recipients' progress through the academic program and employment commitment





## Phase 5: Invoicing & Reimbursement

### Healthcare Program Responsibilities

- Submit invoices to CPE (at least semiannually)
- Include all documentation required by the contract with the invoice

### CPE Responsibilities

- Review invoice for completeness and compliance
- Disperse funds on a reimbursable basis within 30 business days of undisputed invoice

## Phase 6: Reporting & Monitoring

### Healthcare Program Responsibilities

- Submit program biannual progress reports by June 1 and December 1
  - A copy of the biannual report template can be found [here](#)

### CPE Responsibilities

- Monitor biannual reports for student progress and partnership financial compliance
- Maintain oversight of statutory and contractual requirements
- CPE will summarize HWIF progress and submit an annual report to the Interim Joint Committee on Education, the Interim Joint Committee on Health Services, and the Interim Joint Committee on Appropriations and Revenue Budget Review Subcommittee on Education no later than December 1 of each year

# HEALTHCARE PARTNER CHECKLIST

## After Award Notification

- Review award notification and confirm designated point of contact
- Coordinate internally (finance, HR, leadership) for contract execution and payment

## Contract Execution

- Review and sign Memorandum of Agreement (MOA) with CPE

## Matching Funds

- Receive invoice from CPE after contract execution
- Submit required matching funds to CPE by the invoice deadline

## Scholarship Implementation (*ongoing*)

- Collaborate with healthcare program on scholarship implementation
- Support student onboarding and retention efforts

## Recoupment of Funds (*if applicable*)

- Participate in discussions if a scholarship recipient fails to meet service obligations and provide support to program

## Contract Closeout

- Receive any unused funds returned by CPE on pro-rata basis

# HEALTHCARE PROGRAM CHECKLIST

Page 1

## After Award Notification

- Review award notification and confirm institutional point(s) of contact
- Coordinate internally for contract execution

## Contract Execution

- Review and sign contract with CPE

## Scholarship Administration

- Establish and administer scholarship application and selection process
- Verify Kentucky residency of scholarship recipients
- Encourage applicants to complete the FAFSA
- Execute promissory notes with students

## Applying Scholarship Funds

- Apply scholarship funds to student accounts in accordance with the contract
- Track awards by student, term, and amount (*should be at least a full-tuition award*)

## Invoicing & Reimbursement

- Submit invoices to CPE (at least semi-annually)
- Ensure invoices include required student-level detail and accounting documentation

# HEALTHCARE PROGRAM CHECKLIST

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## Reporting

Submit program progress reports to CPE by:

- June 1
- December 1

## Recoupment of Funds (*if applicable*)

- Initiate recoupment of funds if a student fails to meet scholarship contract obligations
- Return recouped funds to CPE with required documentation
- Coordinate with healthcare partner on reallocation of recouped funds

## Contract Closeout

- Submit final invoice to CPE within 7 days of contract end date
- Assist with final reconciliation, if requested

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# EXAMPLE PROMISSORY NOTE

As the promissory note is the responsibility of the healthcare training program, programs should consult their institution's legal counsel when developing their promissory note.

The attached promissory note is provided solely as an example and reflects a version currently used by KCTCS. This example was adapted, with permission, from a similar form used by the Kentucky Board of Nursing.

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**KENTUCKY COMMUNITY AND  
TECHNICAL COLLEGE SYSTEM  
HEALTHCARE WORKFORCE INVESTMENT FUND  
SCHOLARSHIP FUND PROMISSORY NOTE**

Upon verified completion of an approved healthcare workforce program and verified completion of the required employment, as determined pursuant to applicable regulations, the remaining unpaid debt evidenced by this promissory note shall be forgiven as an interest free scholarship.

Otherwise, for the value received in accordance with my contract agreement from a College in the Kentucky Community and Technical College System (KCTCS), on behalf of the Healthcare Workforce Investment Fund (HWIF), I, the undersigned Maker, promise, subject to the conditions contained in this promissory note, scholarship agreement, and applicable regulations, to pay to College (or any subsequent holder of this promissory note) the foregoing principal amount, reasonable attorney fees, and interest at the simple annualized rate of eight percent (8%). Interest shall accrue daily from the date of disbursement of the principal amount on behalf of the Maker.

1. I agree that I shall, upon written demand by College on behalf of HWIF (or by any subsequent holder of this promissory note) sent to my last known address, immediately repay the entire outstanding balance of principal and accrued interest if I:
  - (A) Fail to enroll in my approved program of study as agreed upon in my HWIF Scholarship contract;
  - (B) Cease, prior to the completion of the program, to be enrolled in my approved program of study (other than by reason of inter-semester vacations or leaves of absence authorized by the program);
  - (C) Fail to meet the employment duration requirement (one (1) year for each academic year funded by the scholarship to a maximum of two (2) total years);
  - (D) Make any false or incomplete representations of material fact in applying for or receiving any benefits under applicable regulations. Interest shall continue to accrue on any outstanding portion of the principal until the debt is paid in full. Acceptance of any partial payment of principal or interest shall not constitute a waiver of unpaid portions of principal and interest. Election by College (or any subsequent holder of this note) not to take legal action to recover any portion of this debt when due shall not, by reason of estoppel, preclude subsequent action for recovery. I further agree to pay any and all attorney fees and other costs of collection authorized by law, which are necessary for the collection of any amount payable under this promissory note.
  - (E) Should enrollment of an approved program be delayed or interrupted for any reason, College will continue with default procedure until such time that I produce proper documentation showing that I have come within compliance of all terms of this promissory note and accompanying contract.
2. College and I may agree to a repayment schedule and/or deferment in accordance with applicable regulations. There shall be no penalty for prepayment of all or any portion of the principal hereunder. Since interest accrues daily on the outstanding loan balance, I will not be entitled to a refund of any interest.
3. I shall promptly notify College (or any subsequent holder of this note), in writing, of any change of address, enrollment status, deferment condition or pertinent employment status.
4. I hereby warrant and covenant that all representations and assurances of fact made by me or provided on my behalf in requesting or receiving the proceeds of this scholarship or other benefits pursuant to applicable regulations are true, accurate, and complete.
5. I may not assign, delegate, or otherwise transfer any interest, right, or obligation, arising hereunder.

6. I understand that this document, which encompasses both a promissory agreement as well as the accompanying contractual agreement, is executed pursuant to, and is to be administered and interpreted in all respects in accordance with, the terms of applicable statutes and regulations now or hereafter in effect. The foregoing statutes and regulations are incorporated herein by reference. The terms and conditions of this promissory note shall be deemed automatically amended to conform to any addition, omission, or other change permitted or required by duly enacted law or administrative regulation. The terms and conditions of this promissory note may otherwise be amended by mutual written consent of the parties.
7. The laws of the Commonwealth of Kentucky shall govern. Venue of any legal action necessary to recover amounts due under this note shall be Franklin County, Kentucky.
8. This note may be consolidated with prior and subsequent notes under HWIF into one aggregate indebtedness for the purposes of billing and collection, and any forgiveness of said aggregate indebtedness may be apportioned among said notes in accordance with applicable regulations now or hereafter adopted.
9. Default: For purpose of this promissory note, "default" means any situation in which the debtor does not meet the obligations of my HWIF Scholarship Contract. Upon failure to repay any portion of this note when due, including failure to repay any installment under a repayment schedule, the entire outstanding balance of principal and accrued interest shall be immediately due and payable. In the event of said default, if judgment is rendered on the debt, then the annual interest rate shall be a rate determined in accordance with applicable regulations from the date of said judgment until the principal is repaid in full. Should I be deemed to have entered into default status, College will engage in collection efforts as allowed by law.