

## Employer Frequently Asked Questions

1. How do I apply for the grant?  
Click on the QR code and complete the registration form. You will be sent a formal application with instructions and a point of contact for questions.
2. What type of activities are allowable?
  - Industry-recognized skill training and certifications
  - Technology adoption and process improvement upskilling
  - Supervisory, leadership, and advanced manufacturing training
  - Career ladder development to improve retention and wage progression
  - Apprenticeship and skill upgrades
3. What type of expenses can be reimbursed?  
Reimbursable expenses include:
  - Instructors'/trainers' salaries (capped at actual amount **or** \$50/hour if company trainers are used, whichever is less)
  - Textbooks and manuals
  - Materials and supplies
  - Tuition expenses
4. What are unallowable costs?
  - Wages of trainees during the training activities
  - Travel and Per Diem Expenses
  - Capital purchases
  - Advertising
  - Equipment
5. Is there a matching or cost-sharing requirement?  
Yes, as follows:
  - 10% share: Required for employees with 50 or fewer employees
  - 25% cost share: Required for employers with 51 to 100 employees
  - 50% cost share: Required for employers with more than 100 employees
6. What is the timeline for training?  
All training must take place from 1/1/26 to 6/30/26.

7. How will I obtain the funding?

The grant is a cost reimbursement. The employer is required to pay for the training and submit documents to the local workforce board for reimbursement. The employer must provide documentation that the training has been paid for.

8. What are the reporting requirements for the employer?

- Each trainee must complete a one-page application
- Employer must submit documentation of training and credentials earned
- Employer must report wage increases upon completion of training
- Employer must submit a detailed invoice and document matching requirements

9. Does the training have to be completed by June 30, 2026?

If the employee is entering or is already enrolled in training, the only allowable expenses will be for the period 1/1/26 to 6/30/26. The trainee does not have to complete the entire training program within the 6-month window, as it may be a multi-year program. The trainee must complete the training component they are enrolled in during the six-month window.

10. Who is eligible to be trained?

Training is for full-time company employees who have been employed for at least 6 months.

11. What is the maximum grant award that an employer can receive?

Grants may be awarded up to \$25,000 for each employer. Requests over \$25,000 will be reviewed on a case-by-case basis.