



ADMINISTRATIVE RULES OF MONTANA



24.22.335 EVALUATION OF GRANT APPLICATIONS AND LIMITATIONS

- (1) The department provides grant funding on a first-come, first-served basis, in accordance with the receipt by the department of a complete application for funding.
 - (a) As required by 53-2-1218, MCA, applications will be reviewed based on funding evenly distributed across fiscal year quarters and by employer size. Funding not used during a quarter will be carried over to the next quarter to employers of any size. Funding assigned to the program but not utilized during the fiscal year will not be carried forward. During the quarter from July 1, 2023, through September 30, 2023, solely employers with 50 or fewer workers are eligible for grants.
 - (b) Although incumbent worker training grants are generally available on a first-come, first-served basis, the department reserves the right to defer the review of multiple grant applications submitted by any single employer, in order to provide funding to employers on an equitable basis.
 - (c) Applications for which review has been deferred will be reconsidered and evaluated on a quarterly basis during the state fiscal year in which the application was submitted. An employer's successful use of grant funding for completed training during the current year or previous years is a factor which will generally weigh in favor of additional applications being granted during the year.
- (2) The department shall award incumbent worker training grant funds to employers in accordance with the grant award criteria set forth by 53-2-1218, MCA.
- (3) The department shall award incumbent worker training grant funds only to employers who have demonstrated that incumbent worker training is an integral part of a plan for worker retention, skill improvement, or wage enhancement. The plan is demonstrated by the information provided on the grant application.
- (4) The department shall award incumbent worker training grant funds on a prospective basis only and may not award grant funding to an employer for training that occurred prior to the date upon which the application was approved by the department.
- (5) The department shall award incumbent worker training grant funds only for training that is completed in less than a year.
- (6) The following are not eligible for incumbent worker training grant funding:
 - (a) continuing education that is necessary to maintain a license or certification;
 - (b) conferences, except that training that occurs in conjunction with a conference may be permissible;

- (c) training customarily provided or required by the employer or the industry. This includes new employee training and training required to perform the duties the incumbent worker was hired to perform; and
 - (d) periodic updates regarding laws or product lines.
- (7) Grants are funded on the basis of the state fiscal year. Funding may not exceed:
- (a) \$1,000 per incumbent worker working an average of 20 to 34 hours a week, predominantly year round; and
 - (b) \$2,000 for applications received between July 1, 2023, and September 30, 2023, and \$2,500 for applications received on or after October 1, 2023, per incumbent worker working an average of 35 or more hours a week, predominantly year round.

Authorizing statute(s): 53-2-1220, MCA

Implementing statute(s): 53-2-1217, 53-2-1218, MCA

History: NEW, 2017 MAR p. 2433, Eff. 1/1/18; AMD, 2022 MAR p. 1074, Eff. 7/1/22; AMD, 2023 MAR p. 568, Eff. 7/1/23.