



ADMINISTRATIVE RULES OF MONTANA



24.22.331 GRANT APPLICATION PROCESS

- (1) The department shall make available incumbent worker training grant application forms, which a business entity must complete for the purpose of applying for a grant award.
- (2) The fiscal year for this program is from July 1 through June 30. A business entity may submit an application during the fiscal year for eligible training that will begin by June 20th of that same fiscal year.
- (3) The department shall verify that the applicant is an employer and that the information contained in the application is accurate and complete.
- (4) The department shall evaluate the application based upon the incumbent worker training program grant award criteria provided in 53-2-1218, MCA, and make a determination as to:
 - (a) whether a grant should be awarded; and
 - (b) the amount of the grant award.
- (5) Applications submitted to the department for grant funding must be submitted as follows:
 - (a) applications may be submitted by:
 - (i) the employer;
 - (ii) a direct employee of the employer; or
 - (iii) a grant writer designated by the employer.
 - (b) applications submitted by anyone other than those listed in (a) will not be accepted.
- (6) Applications must address, at a minimum, the following:
 - (a) the goals of the proposed training of incumbent workers;
 - (b) the anticipated economic benefits to the employer from the training;
 - (c) the anticipated benefits to the incumbent workers to be trained; and
 - (d) the costs of the training.
- (7) The application must also include:
 - (a) a course description of the training to be provided; and
 - (b) either a training schedule or course curriculum, sufficient for the department to determine if the proposed training meets the required criteria.

- (8) Applicants requesting incumbent worker training grant funding for training provided by a department-approved training provider as allowed by 53-2-1216, MCA, must provide sufficient information for the department to determine the industry-recognized competency in the subject matter to be taught. Information about the proposed trainer should include, but is not limited to:
 - (a) the trainer's professional biography; and
 - (b) the trainer's professional resume, including any industry-recognized credentials earned by the trainer.
- (9) Applications must be received by the department with sufficient time for processing. Generally, 14 calendar days prior to the date training begins is sufficient for the department to:
 - (a) verify completeness of the application; and
 - (b) evaluate eligibility in accordance with the incumbent worker training program grant award criteria that are provided by 53-2-1218, MCA.
- (10) The department shall review the expenditures of the incumbent worker training program throughout the fiscal year. When funds are depleted before the end of the fiscal year, the department may suspend the grant program until the beginning of the next fiscal year.

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.