

ARPA WTG FAQ's

1. **Q:** Can I apply for a grant to train existing staff?
A: Yes, the Workforce Training Grant can be used to reimburse your business for training costs associated with existing and new employees.
2. **Q:** What is the maximum amount I can receive through this grant?
A: Businesses can be reimbursed up to \$3,000 per employee receiving training up to \$210,000, (70 employees). Only expenses directly related to training will be reimbursed. Training costs must be supported by a training budget.
3. **Q:** How do I report what employees I have and which ones are eligible?
A: You will be required to provide a copy of the most current UI-5 report, (unemployment insurance report) when you apply for the grant, and whenever a draw request is made.
4. **Q:** I hire apprentices through the Joint Apprenticeship Training Program to work specific jobs, will the cost of participating in that program be eligible?
A: Yes, expenses or dues associated with participation in an apprenticeship program are eligible for reimbursement; however, if the JATC has already received funding for the employee to receive the training then the employer may not receive reimbursement.
5. **Q:** I hire independent contractors and provide training, are those expenses eligible?
A: No, since independent contractors are not employees and do not appear on a UI-5 report, they are not eligible.
6. **Q:** I have a senior member of my team provide weekly training sessions, how are those expenses calculated?
A: First, the training being provided by the senior member of the team must be a skill-based training. The hourly wage of the trainer times the number of hours of training divided by the number of employees trained (Formula: Hourly rate (of trainer) x Hours trained = _____ ÷ # of attendees = _____ (cost per employee)
7. **Q:** I am sending one of my technicians to an out-of-state training program, will the program and travel expenses be covered?
A: Yes, the actual cost of the program along with airfare, hotel and meals are all eligible for reimbursement . Copies of the receipts (except meals which are reimbursed at per diem rates will be required).
8. **Q:** When can I apply?
A: Now by going to the [ARPA.MT.GOV](https://www.arpa.mt.gov) website or directly to the application [HERE](#)
9. **Q:** What businesses are eligible to apply?
 - Montana based business.
 - In good standing with the Montana Secretary of State or Tribal Government
 - Must not be on the federal or state debarment list or engaging in a business activity that is federally excluded like cannabis.
10. **Q:** Is there a match requirement?

A: Yes, \$1 for \$1 match. The wages of the trainee during the training can be used for match, along with other capital expenses.

11. **Q:** How does a job qualify for an incentive?

A: Business will be awarded a \$500 incentive for each new position that meets the criteria below and provides training:

- A qualified disabled person; and/or
- Disabled veteran; and/or
- Native American (must provide tribal identification); and/or
- Post-correctional facility release/pre-release center participant; and/or
- Creates a new job that pays at least \$51,000/year or \$24.52/hour,

The incentive would be on top of the training being conducted for an eligible activity and paid out at the end of the contract period. The business must be able to prove that the new hire qualified under the above criteria and received training.

12. **Q:** Do I have to be registered with the Secretary of State Office?

A: Yes, all businesses, doing business in Montana, need to be registered with SOS

13. **Q:** What happens if the business name registered with the Secretary of State is not the same name listed on the Unemployment Report (UI-5).

A: The business name should be the name listed on the Unemployment Report. Employees hired through a temp agency would not count.

14. **Q:** What if my business is not registered (or in good standing) with the Montana Secretary of State?

A: You should contact the Secretary of State office at 406-444-2034. Here is the website: <https://sosmt.gov/>

A: You can also contact your local Small Business Development Center for assistance in registering. Here is the website: <https://sbdc.mt.gov/>

15. **Q:** Can I still submit an application if I do not have a Business Plan?

A: The business plan is required.

A: If you do not have a Business Plan, you can contact your local Small Business Development Center for assistance in preparing the Plan. Here is the website: <https://sbdc.mt.gov/>

16. **Q:** Why do I have to provide a Profit and Loss Statement?

A: One of the performance metrics for the program is the increase in revenue over the grant period. This statement will provide a baseline for measuring the metric.

17. **Q:** How do I calculate the average yearly wages?

A: Using your quarterly report, add up all the **full-time** jobs reported on the report, multiply by 4 (to get an annual number), then divide by the number of **full-time** jobs.

18. **Q:** Our business does not submit unemployment report

A: To be an official employee of the business, they need to be reported on the Unemployment Report to the Department of Labor, so there would be no existing jobs to train.

A: If you are adding jobs, then indicate that in the application.

19. **Q:** As an Owner, am I eligible for training reimbursement?

A: The Owner would need to be an employee of the business and reported on the Unemployment Report.

20. **Q:** Can I submit a 941 report instead of an Unemployment Report?

A: 941 report cannot be used as a replacement for the UI-5 Report.

21. **Q:** The Unemployment Report contains Personal Identification Information (i.e. Social Security Number) and I am concern about providing this information.

A: We encourage you to redact **ALL** social security information before submitting the report.