

New Hampshire Division of Economic Development



FAQ: NEW HAMPSHIRE JOB TRAINING FUND

What is the program?

This program allows companies to partner with the State of New Hampshire to train new workers or retrain longtime employees.

Who is eligible for the Job Training Fund?

Private businesses located in New Hampshire, and businesses intending to locate in the State and who elect to pay into the unemployment trust fund are eligible for the Job Training Fund.

Local, county and state political subdivisions are not eligible for the program.

What is the matching requirement of the grant?

A minimum of 50 percent cash match is required. Ineligible matching funds include salaries, wages bonuses and benefits of employees in training; in-kind contributions; administrative or entertainment expenses; and costs resulting from violations of, or failure to comply with federal, state or local laws and regulations.

What are the deadlines for submitting an application?

Applications must be received by the following dates to be considered at the next scheduled meeting of the Job Training Fund Grant Review Committee:

Application Due	Grant Review Meeting
January 6, 2011	January 21, 2011
February 3, 2011	February 18, 2011
March 3, 2011	March 18, 2011
April 7, 2011	April 22, 2011
May 5, 2011	May 20, 2011
June 2, 2011	June 17, 2011
July 7, 2011	July 22, 2011
August 4, 2011	August 19, 2011
September 1, 2011	September 16, 2011
October 6, 2011	October 21, 2011
November 3, 2011	November 18, 2011
December 1, 2011	December 16, 2011

What training is allowed by the Job Training Fund?

Training programs may include, but shall not be limited to: Structured, on-site laboratory or classroom training; basic skills; technical skills; quality improvement; safety; management and supervision; English as a second language.

Most importantly, funds for training grants shall supplement, and not replace, funds available through existing programs conducted by the business entity, or other public or private training programs.

Who can be trained?

Only those employees who are residents of New Hampshire, or who work for a business that is located or intends to locate within the state, can receive training from the fund.

Who can do the training?

So long as it is feasible, training must be provided by the local New Hampshire community college. To access your local community college website, please click here: [Community College System of New Hampshire](#). If the local community college determines it cannot or does not wish to provide the training, the grant recipient may contract with another training entity. The trainer must be named in the grant application. (The grant application has a signoff for the local community college.)

Who decides if a grant is acceptable?

A grant application will be reviewed by the grant project manager, the Workforce Opportunity Council for completeness and accuracy. The application is provided to grant review committee members who will submit a preliminary score for each grant. At a regularly scheduled monthly meeting, the grant review committee will meet to review the application, and a contact person representing the applicant will attend to answer any questions by the committee. A recommendation regarding funding will be made by the committee to the Commissioner of Resources and Economic Development, who administers the program.

In addition to the Job Training Fund, many other services are offered by the Division of Economic Development. Please visit their Business Resource Center at nheconomy.com for information on programs and opportunities for New Hampshire businesses.

How soon can training begin once an application is approved?

No training funded by this program can begin before a fully signed contract between the Job Training Fund and the company is in place.

How are training funds distributed?

Training funds are distributed on a cost-reimbursement basis. It is expected that contracts will, at a minimum, encompass the proposal's commitments.

Is a final report required?

The company must submit a training grant evaluation report after completion of the training program, and is expected to work with the administrator and grant review committee to determine parameters of a final report and evaluation.

What is the legislation behind the Job Training Fund?

Click on the following link to learn more about the law defining the Job Training Fund:

<http://www.gencourt.state.nh.us/legislation/2007/sb0097.html>

Click on the following link to learn more about the Temporary Rules of the Job Training Fund:

<http://www.gencourt.state.nh.us/Rules/res2700.html>

For an application or more information please follow the links below:

Applications & forms: http://www.nhjobtrainingfund.org/program_forms.cfm

Job Training Website: <http://www.nhjobtrainingfund.org/>