

SKILLS ENHANCEMENT FUND

WORKFORCE TRAINING GRANT

DESCRIPTION

The Skills Enhancement Fund (SEF) provides assistance to companies to support training of employees required to support business growth in Indiana. The grant may be provided to reimburse a portion (typically 50%) of eligible training costs over a period of two full calendar years from the commencement of the project.

Grants from the Skills Enhancement Fund may only support training that leads to a post-secondary or nationally-recognized industry credential, or is specialized company training. If the training is provided to an existing employee, the company must also provide an increase in wages.

Specialized company training should meet the applicable industry standard or be administered by a third party.

ELIGIBLE EXPENSES

Training expenses associated with the following activities:

- » New hire & on-the-job
- » Leadership & management
- » Advanced technical
- » Professional services
- » IT, cybersecurity, & software development
- » Equipment operation & servicing
- » Operations & logistics
- » Business development, sales, marketing, & customer service
- » Quality assurance & technical standards

INELIGIBLE EXPENSES

- » Training expenses incurred prior to the Commencement Date or after the Expiration Date
- » OSHA or other federally mandated training
- » Onboard orientation training as it relates to new hires
- » Conferences not sponsored by the company or contributing to continuing professional education required to fill a position with the company

EVALUATION CRITERIA

Each project will be evaluated on its individual merits and with a cost-benefit analysis after it has met the basic requirements as follows:

- » Training cost is used to support new capital investment in Indiana
- » Training cost is used to support the retention or creation of full-time, permanent jobs for Indiana residents at the project location
- » Training cost is eligible, supports the purpose of the fund, and meets all requirements as set forth in Indiana Code § 5-28-7

REPORTING REQUIREMENTS

Upon execution of a training grant contract with IEDC, the business will be required to report for every calendar year during the term of the contract, which is approximately seven years.

Information Required:

- » Summary statistics relating to training, training expenses and capital investment that occur in the applicable year
- » Individual employee data to support contractual employment thresholds
- » Training expense information and data supporting the positions trained will be required for each payment request