

Accredited Job Training (AJT) Grant Guidelines

In accordance with Nebraska Revised Statute §81-1214 to 81-1219, the purpose of the Customized Job Training Act is to provide grants for Nebraska employers that are creating jobs or providing an increase in wages due to the job training programs they are providing.

Eligible Applicants

Eligible applicants are Nebraska employers who are providing job training programs for jobs that are net new jobs or will result in a net increase in wage per employee. The applicant must also be in good standing with the Nebraska Secretary of State and provide benefits to their employees as part of their employment.

Eligible Job Training Projects

The job training project must include the following:

- The jobs being trained must be net new jobs or result in a net increase in wages for the employee
- The jobs being trained must meet or exceed the Nebraska average annual wage
- The training provided must be by one of the following:
 - A community college or an accredited postsecondary educational system;
 - Nebraska secondary school (public or private);
 - Educational service unit (ESU); or
 - A qualified training provider, if the training results in: a national, state, or locally recognized certificate, preparation for a professional examination or licensure, endorsement for an existing credential or license, or development of recognized skill standards as defined by an industrial sector.
- The jobs being trained must be for fulltime, permanent employees
- The jobs being trained will be completed within 12 months of the award date, unless the training provided requires training exceeding the 12 months
- The employer must provide a 50% match to the amount awarded
- The jobs being trained are in a technical or professional field

Grant Awards

The Department may award up to \$10,000 per trainee. The Department will preference applications where employers have partnered with a Nebraska college or university and if the jobs being trained are high wage, high skill, and high demand (H3) in Nebraska.

Matching Funds Requirement

The business must provide a 50% match to the amount awarded.

Eligible Costs

Eligible costs for the training include, but are not limited to tuition and fees, cost of curriculum design, books and classroom materials, reasonable costs of instructors who are not employed with the business, and other reasonable costs directly associated with the job training provided.

Costs that will not be reimbursed include but are not limited to employee wages or benefits, capital equipment costs, travel costs, lodging costs, costs incurred prior to an award.

Reimbursements

The award will be disbursed on a reimbursement basis using the Department's grant management system (GMS). The awardee may submit their first Payment Request after the contract and ACH Enrollment Form have been fully executed and the training provided has been completed by the employee. The awardee will be required to submit documentation demonstrating the completion of the eligible job training, invoices of the eligible job training costs, and proof of payment for the job training costs.

Performance Requirements

The Awardee will be required to maintain their baseline employment numbers if they are receiving funds for net new jobs, provide documentation showing the completion of the eligible job training and show documentation that the awardee maintained or exceeded their current level of training expenditures in the fiscal year in which the grant was awarded.

An annual report must be submitted to the Department every March 1. The annual report will include the number of employees trained, the average wage of net new jobs, summary of the training provided, number of employees who completed training, employment numbers at the location of the net new jobs. A Final Performance Report will also be required within 30 days of the end of the contract period. The Department may require additional information associated with the grant award.

Application

Applications submitted for the Accredited Job Training grant are competitive. The application will be evaluated based on meeting the goals of the job training grant. Applications submitted should clearly describe how the training will promote the goals of the program, how the training will benefit the employer and the employee, and the expected outcomes of the training.

Applications will be submitted electronically, through DED's Grant Management Systems (GMS) Amplifund. Once submitted, applications cannot be edited. DED will receive automatic notification of your submissions.

The user guides referenced in bold can be found at DED's GMS help center:

<https://opportunity.nebraska.gov/programs/amplifund/>.

Account Management

If you do not already have an applicant account, you will need to register for one (see Registering for the Applicant Portal user guide). You will need to add your staff as users to your organization account (see How to Add Users). If you have hired an entity to apply on your behalf ("External User"), please follow the External Users Guide when setting up the account. It is best practice for the applicant organization to create an AmpliFund account, adding your External User as a user in your organization.

Application Sections

To successfully apply, you will need to complete all required fields and sections of the applications.

Applications will have the following sections:

- Project Information
- Application Forms
- Budget
- Training Plan Overview
- Training Plan
 - Job titles, short description of training, training provider, type of training, number of trainees, wages (including wage increase, if applicable), training locations, etc.
- Performance Plan
 - Specific measurable and achievable deliverables and timelines for the job training
- Training or curriculum plans from the training provider

See DED's GMS support site for a program-specific user guide and general user guides and help videos on applying.

Account Setup

Following DED's issuance of the application approval letter, the Recipient will receive GMS-generated email from AmpliFund Administrator, no-reply@gotomygrants.com, indicating that the Recipient has an award and prompting you to log-in.