# Workforce Development Training Fund Policy

**Purpose and Goals of the Idaho Workforce Development Training Fund (WDTF) Grant Programs (updated 3/11/2026)**

**Purpose:**

Advancing economic mobility and prosperity for Idahoans by expanding pathways to employer in-demand careers and retaining skilled talent that enables Idaho businesses to succeed and grow**.**

**Goals:**

- Align education and work-based learning to in-demand careers, clearly connected to current and projected employer demand in industries that drive Idaho's economy.
- Expand access to and participation in career-connected opportunities that drive wage growth and keep talent in our state.
- Implement effective talent pipeline models and support their replication across regions and industries statewide.
- Demonstrate measurable value and accountability to the Idaho Taxpayers through transparent tracking and reporting of workforce outcomes.

**Industry Sector Grants (last updated 9/10/2025)**

**Eligibility**

A business entity representing a consortium of at least three industry partners with a similar talent development needs. All industry partners must meet current WDTF business requirements for employer grants. The business entity may be any of the following:

- an industry partner
- a non-profit or community-based organization
- a public training provider
- a private training provider

The entity must be authorized to conduct business in Idaho and in good standing as evidenced through the Idaho Secretary of State and/or State Board of Education.

Training supported through this program must equip participants with transferable, industry-recognized skills that enhance their long-term employability. For incumbent workers employed by consortium partners, training should demonstrate a clear pathway to career advancement or expanded job responsibilities and wage progression. Eligible training methods may include classroom instruction, virtual learning, or work-based models (i.e. internships, pre-apprenticeship, co-ops, and/or apprenticeship) with an emphasis on approaches that are responsive to both learner's needs and industry demand.

**Exclusions**

Soft-skill training is not excluded from sector grants; however, it must be embedded in the training. A sector grant application focused on soft-skill training alone would not be eligible for funding.

**Fund Availability**

Industry sector grants should provide a cost effective, reasonable training solution to the needs identified by the industry partners. The following factors will be evaluated by the Grant Review Committee:

- compelling labor market data demonstrating current and projected demand for the targeted occupations, skills, and training—ideally aligned with state or regional workforce priorities.
- demonstrated statewide or regional industry support, evidenced by signed memorandums of understanding (MOUs), that highlights each partners active engagement and shared investment in the project's success,
- whether the training model could be scaled or replicated across other industries, regions, or systems, including potential for broader application or integration into existing workforce strategies,
- the number of industry partners involved,
- the cost per participant served by the grant,
- the sustainability of the training/education program beyond the grant period,
- the transferability of the skills provided through the training/education program,
- whether industry recognized credentials are integrated into the training/education program,
- the entry level wage (at the county or state level, as appropriate) for the occupation(s) the training/education program is preparing individuals for,
- past performance, if any, by the lead entity on prior grants.

**Applications**

Applicants must provide at a minimum:

- A description of the need for the training proposed in the application.
- The industry consortium, together with its training provider partner, must provide resources that directly support the proposed training, at a rate of no less than 25 percent cash, or no less 100 percent in-kind match, or a combination of cash and in-kind match. All consortium partners must sign an MOU using a template provided by the Council.

**Reimbursable Expenditures**

Eligible use of grant funds includes:

- Personnel costs for development and/or delivery of training; or tuition, fees, books and materials for existing training integrated into the program.
- Personnel costs for the industry mentor/on-the-job trainer for structured on-the-job training.
- Reasonable training facility costs.
- Reasonable equipment costs and supplies.
- Reasonable travel costs for the instructor and/or trainee.
- Reasonable outreach/marketing efforts to attract individuals to the training program.
- Cost of assessments associated with the provision of recognized credentials.
- Administrative costs cannot exceed ten percent (10%) of the WDTF grant award. Excess administrative costs may be applied towards match requirements.

**Contractual Terms**

- Grant term is three years.
- Grantees are required to submit quarterly reports as delineated in the written contract. The quarterly report will include provision of the entire 9-digit social security number of the trainees/participants, regardless of the age of the participant.
    - Failure to comply may impact funding during the performance period of the grant.
- Intellectual property, training curriculum and/or how-to guides may be retained by the Workforce Development Council to share with other partners statewide.

**Performance Metrics**

The return on investment shall be measured by:

- Number of individuals trained
- Number receiving credential(s)
- Number of individuals employed within 30 days following the training
- Number of individuals employed by the industry consortium (whether incumbent or new hires)
- Wage gains for individuals trained (the wage prior to training and at one-year post training)
- Retention in Idaho at one-year post training
- Employer satisfaction with sector partnership
- Effective and timely utilization of awarded funds during the performance period of the grant award, with consideration given to both the percentage of funds drawn down and the cost-effectiveness of expenditures relative to performance outcomes

**Innovation Grants (last updated 7/14/2021)**

**Eligibility**

The lead applicant must represent a community-based team with representation and support from business, education and other community partners as an ideal partnership. The lead applicant must be an entity physically located in the State of Idaho with the fiscal capacity to track funds and safeguard spending.

Innovation grants can fund projects that address local workforce development needs. Projects may provide skills training to individuals and/or assist individuals with connecting to careers.

- New or enhanced training must address specific employer-identified skills gaps in the community; training cannot supplant or compete with current training opportunities.
- Training may include work-based learning opportunities, classroom training or virtual training that addresses the skill gaps identified by employers in the community.
- Assisting individuals to connect to careers may include providing information and outreach on career education and workforce training opportunities and/or soft skill development.

**Fund Availability**

Innovation Grants are available for up to $25,000*. Grantees may have more than one Innovation Grant project open. However, past performance will be reviewed and taken into consideration into future awards.

*Applicants may apply for funding to serve more
than one region. The budget for each region cannot exceed $25,000.
*Applicants may request funds in excess of $25,000 to start or scale work-based learning efforts (i.e. internships, pre-apprenticeship, co-ops, and/or apprenticeship).

**Applications**
Applicants must provide at a minimum:

- A description of the need for the training and/or activities proposed in the project.
- A description of the populations targeted for the training and/or activities.
- A description of the community support and/or leveraged resources.

**Reimbursable Expenditures**
Innovation Grants are intended to support innovative approaches to workforce development. Applicants should propose reasonable budgets that directly support the project.

**Contractual Terms**

- Grant term is one year. Grants designed to start or scale work-based learning efforts (i.e. internships, pre-apprenticeship, co-ops, and/or apprenticeship) may request a term of two years.
- Intellectual property, training curriculum and/or how-to guides may be retained by the Workforce Development Council to share with other partners statewide.

**Performance Metrics**
The return on investment shall be measured by:

- Number trained/impacted.
- Number receiving credential(s).
- Number of employers involved in project.
- Trainee/participant satisfaction.
- Employer satisfaction.
- Additional metrics proposed by applicant.
- If direct training is provided to adults, Council staff may require the grantee to collect social security numbers so that employment information can be tracked.

**Preceptor Incentive (Last Updated 12/11/2024)**
**Eligibility**
Idaho licensed medical professionals who are providing preceptorships to Idaho residents to support necessary work-based learning for nurse practitioners, physician assistants, pharmacists and prescribing/clinical psychologists.

- Preceptor must be licensed through the Idaho State Board of Nursing, Idaho State Board of Medicine, Idaho State Board of Pharmacy, Idaho State Board of Psychologist Examiners, or the required governing licensing board or agency in Idaho.
- Preceptor will be required to provide evidence of the preceptor learning experience.
- Preceptor learning experience must be a minimum of 75 hours to be eligible for reimbursement.

**Fund Availability**
The Council may establish a pool of funds on an annual basis for this program. A maximum of $1,000 per preceptor learning experience, per student, is available to incentivize preceptor participation. Funds will be distributed upon verification (co-signed by the institution) that the trainee has completed all the hours of training in a preceptor learning experience.

**Applications**
Preceptor shall provide at a minimum:

- Verification trainee is enrolled in a nurse practitioner, physician assistant, pharmacist or prescribing/clinical psychologists program requiring clinical hours for completion of program.
- The number of hours required for the preceptorship.

**Reimbursable Expenditures**
WDTF grants may reimburse the following eligible expenses:

- Preceptor costs associated with structured internal training including preceptor wages, reasonable travel costs and materials.

Expenditures that are not reimbursable:

- Employee onboarding,
- Wages paid to students receiving training.

**Contractual Terms**

- Grant period is aligned to the length of the preceptor learning experience program.
- Grantees are required to submit a final report as delineated in the written contract. The final report will include provision of the entire 9-digit social security number of the trainees/participants.
- The executive director of the Idaho Workforce Development Council is authorized to impose a claw back provision when they determine it to be in the best interest of the fund.

**Performance Metrics**
The return on investment shall be measured by:

- Number of students trained through preceptorships.
- Wage gains at one-year post training.

**Registered Apprenticeship Incentive (last updated 7/14/2021)**
**Eligibility**
Idaho employers who are utilizing a registered apprenticeship program to train new or newly promoted employees.

- Must be registered with the Secretary of State to do business in Idaho and be in "good standing".
- Entry level wage must be no lower than $12 per hour. Preference will be given for jobs that pay at or above the county average wage.
- Training must be through a Registered Apprenticeship with the US Department of Labor. Employer will be required to provide evidence of the apprentice's registration.

- Employer must provide a health benefit plan. "Health benefit plan" means:
    - any hospital or medical policy or certificate,
    - any subscriber contract provided by a hospital or professional service corporation, or managed care organization subscriber contract.

      Health benefit plan does not include:
        - policies or certificates of insurance for specific disease,
        - hospital confinement indemnity,
        - accident-only, credit, dental, vision, Medicare supplement, long term care or disability income insurance,
        - student health benefits only coverage issued as a supplemental to liability insurance,
        - workers compensation or similar insurance,
        - automobile medical payment insurance,
        - or nonrenewable short-term coverage issues for a period of twelve (12) months or less.

**Exclusions**

Temporary and contract positions do not qualify for training reimbursement.

- Employer training costs incurred during a temp-to-hire process with a temporary employment agency will become eligible for reimbursement at such time as the employee is hired into a full-time permanent position with the employer paying at least $12 per hour with employer assisted medical benefits. Temporary employees hired only to meet seasonal demand do not qualify as temp-to-hire.

**Fund Availability**

The Council may establish a pool of funds on an annual basis for this program. A maximum of $1,000 per apprentice, per year for the duration of the apprenticeship, is available to offset the extraordinary costs of utilizing a registered apprenticeship training program. An employer may not be allocated more than $10,000 per year under this program. Funds for the first year will be distributed upon verification from RAPIDS that the apprentice has completed at least 500* hours of on-the-job training. Additional funds will be available annually, thereafter, upon verification from RAPIDS that the apprentice continues to progress in their program. For competency-based apprenticeship programs, a reimbursement schedule will be provided in the grant agreement.

**Applications**

Employer shall provide at a minimum:

- A copy of the executed standards (or participation agreement, if involved in a group sponsorship) for the registered apprenticeship program, including the OJT and RTI attachments.
- The RAPIDS number of the apprentice.

**Reimbursable Expenditures**

WDTF grants may reimburse the following eligible expenses:

- Training costs associated with vendor provided training including instructor wages, reasonable travel costs and materials.

- Training costs associated with structured internal training including instructor wages, reasonable travel costs and materials.

Expenditures that are not reimbursable:

- Employee onboarding,
- Wages paid to individuals receiving training.

**Contractual Terms**

- Grant period is aligned to the length of the registered apprenticeship program.
- Only Idaho taxable full-time*, non-seasonal employees are eligible for reimbursement.
- Grantees are required to submit quarterly reports as delineated in the written contract. The quarterly report will include provision of the entire 9-digit social security number of the trainees/participants.
- The executive director of the Idaho Workforce Development Council is authorized to impose a claw back provision when they determine it to be in the best interest of the fund.

*Employers utilizing School to Registered Apprenticeship (STRAP), as documented through an addendum attached to the standards, qualify for the reimbursement after their apprentice completes 175 on-the-job training hours. In addition, STRAP does not need to meet the contractual term of a “full-time” employee.

**Performance Metrics**

The return on investment shall be measured by:

- Number of employees trained.
- Wage gains at one-year post training.
- Employee retention (at the employer who trained them and/or another Idaho employer).

**Employer Grants (last updated 6/11/2025)**

**Eligibility**

Idaho employers who are increasing their current workforce and/or retraining existing workers with skills necessary for specific economic opportunities or industrial expansion initiatives. The fund is designed to support an employer’s innovation of its processes, products and services; and/or the development of new goods or services which will improve the employer’s or employee’s competitive position within the industry.

- Must be registered with the Secretary of State to do business in Idaho and be in "good standing".
- Entry level wage must be no lower than the 25$^{th}$ percentile wage for the occupation at the Idaho Department of Labor regional level (cite OEWS website). If no wage exists at that level, default to the state level. Preference will be given for jobs that pay at or above the county average wage.
- Training must lead to a significant wage increase (i.e. beyond typical cost of living/annual increases) for existing workers based on the skill set attained during training. This criteria does not apply to new jobs.
- Employer must provide a health benefit plan. “Health benefit plan” means:
    - any hospital or medical policy or certificate,

- any subscriber contract provided
  by a hospital or professional service corporation, or managed care organization subscriber contract.

  Health benefit plan does not include:
  - policies or certificates of insurance for specific disease,
  - hospital confinement indemnity,
  - accident-only, credit, dental, vision, Medicare supplement, long term care or disability income insurance,
  - student health benefits only coverage issued as a supplemental to liability insurance,
  - workers compensation or similar insurance,
  - automobile medical payment insurance,
  - or nonrenewable short-term coverage issues for a period of twelve (12) months or less.

**Exclusions**

Temporary and contract positions do not qualify for training reimbursement.

- Employer training costs incurred during a temp-to-hire process with a temporary employment agency will become eligible for reimbursement at such time as the employee is hired into a full-time permanent position with the employer paying at least $12 per hour with employer assisted medical benefits. Temporary employees hired only to meet seasonal demand do not qualify as temp-to-hire.

**Fund Availability**

A quantitative funding model is used for validating eligibility and to determine the maximum amount of funding for training per job for new and retained jobs based on several weighted factors. The policy committee will review the quantitative funding model annually. If the applicant has received a WDTF grant previously, past performance will be reviewed and taken into consideration for future awards. Grantees may have only one Workforce Development Training Fund Employer grant open at a time.

The maximum amount of funds available to an employer is $250,000 per grant and $750,000 over a 10-year period.

The grant review committee and policy committee may convene twice annually to develop and/or revise the rubric to evaluate qualitative aspects of the proposal and may set minimum thresholds for funding.

The Workforce Development Council may approve an annual allocation of Workforce Development Training Funds to the program.

**Applications**

Employer shall provide at a minimum:

- A description of the capital investments being made by the company and the need for training.
- A detailed description of the leveraged resources, including cash and/or in-kind contributions, at a rate of no less than 25 percent, that will be dedicated to employee training during the performance period of the grant. Leveraged resources must be directly tied to training

expenses, such as course fees, training materials, instructor costs, or mentor wages related to training.
- A list of all positions and average wage.
- A training plan that includes the anticipated training vendor, training title, training description, skills attainment, credentials, and cost.
- The application must provide a description of why the company needs workforce development training funds, including why the costs are outside of regular business operations and budgets.

**Reimbursable Expenditures**

WDTF grants may reimburse the following eligible expenses for training that provides transferrable skills gains or leads towards promotional opportunities:

- Training costs associated with vendor provided training including instructor wages, reasonable travel costs and materials.
- If the company provides internal training, the training fund can be used for curriculum development, curriculum purchase, non-production training aids such as simulators, and/or training the trainer.

Expenditures that are not reimbursable:

- Employee onboarding,
- Recurring compliance trainings,
- Safety training,
- Enterprise resource planning system (ERP) training,
- Sales training,
- Leadership training, and
- Wages paid to individuals receiving training,
- Continuing education to maintain an existing certification.

**Contractual Terms**

- Grant period is for two years.
- Only Idaho taxable full-time, non-seasonal employees are eligible for reimbursement.
- Grantees are required to submit quarterly reports as delineated in the written contract. The quarterly report will include provision of the entire 9-digit social security number of the trainees/participants.
- The executive director of the Idaho Workforce Development Council is authorized to impose a claw back provision when they determine it to be in the best interest of the fund.

**Performance Metrics**

The return on investment shall be measured by:

- Number of employees trained.
- Wage gains at one-year post training.
- Employee retention (at the employer who trained them and/or another Idaho employer).
- Capital investment in expansion/technology updates that precipitated the grant.

**Outreach Projects (last updated 10/24/2018)**

**Eligibility**

Eligible applicants include:

- State Agencies
- Educational institutions
- Non-profit organizations
- Employers

**Fund Availability**

The Council approves an earmark of training funds annually for Outreach Projects. The Outreach committee will follow the proposal procedure to determine awards.

**Proposals**

Applicants must provide at a minimum:

- Organizational capacity resume
- Resume or bio for the proposed project manager
- Project timeline
- Project description
- Budget (including in-kind and matching funds)
- Description of how the project increases awareness of career opportunities for Idahoans
- Break down of project audience reach
- Anticipated outcomes
- What metrics and reports will be delivered, and when

**Contractual Terms**

- Project terms are up to 3 years.
- Data, metrics, and campaign assets may be retained by the Workforce Development Council to share with other partners statewide.

**Performance Metrics**

The return on investment shall be measured by:

- Number reached.
- Number engaged.
- Number recruited.
- If hard-to-reach individuals are engaged.
- Metrics identified in initial proposal.