

CHANGE HAPPENS. EXPRESS HELPS.

PROGRAM UPDATES | NOVEMBER 1, 2024

As a result of finite funding and unprecedented levels of participation in the Workforce Training Fund Program (WTFP), less funding is available for new grants in beginning in Fiscal Year 2025 (Jul 2024 - June 2025) than in recent years. As a result of limited resources, we must implement policy changes intended to extend resources to serve more businesses and maintain grant-making throughout the year whenever possible.

Effective November 1, 2024, the WTFP Express Program will implement:

- A \$15,000 per business per calendar year maximum.
- A \$300-per-instructional-hour subsidy cap, up to \$3,000 per person per course. Remaining costs are responsibility of business to pay out-of-pocket.
- A tiered reimbursement structure: up to 100% reimbursement for businesses with 1-50 MA employees; up to 50% reimbursement for businesses with MA 51-100 employees.

These changes will allow the WTFP to extend resources to serve more small businesses while maintaining just-in-time, off-the-shelf access to training grants. We appreciate your continued partnership and understanding. Please reach out to us [here](#) with any questions or concerns.

WHAT TO EXPECT

SUBSIDY UPDATES

\$15,000 per
Calendar Year

\$3,000 per-
person, per-
course

\$300 per
instructional
hour

- The Express Program annual maximum will be reduced from \$20,000 to \$15,000 in reimbursement per business, per calendar year (January 1– December 31).
- The Express Program will reimburse for approved training at a maximum rate of up to \$300 per instructional hour per course, up to \$3,000 per participant per course.

[Our Subsidy Estimator](#) is available online to help make sure you always get the right amount and are aware of any out-of-pocket obligations before you submit your application or sign your Express service agreement. The Express Program team is also able to support with your calculations.

TIERED STRUCTURE

1-50 EEs =
Up to 100%
reimbursement

51-100 EEs =
Up to 50%
reimbursement

The Express Program will adjust award amounts based on businesses' eligible employee (EE) counts at the time of application:

- Up to 100% reimbursement for organizations with up to 50 eligible employees at the time of application.
- Up to 50% reimbursement for organizations with 51 to 100 eligible employees at the time of application*

***NOTE:** As a priority of the Healey-Driscoll Administration, an exception will be made for Express awards made for English for Speakers of Other Languages, or ESOL, courses.)

Examples by course are on the next page.



EXAMPLES

1-50 EEs, 100% Reimbursement, Per Group/Flat Rate

Your organization is a business with 35 eligible employees. You plan to send 5 of them the following course starting in 2025:



Course Name: C-0001 – Intro to Express Program
Total Training Hours: 16 Hours
Course Cost: \$7000 PER GROUP

First, we'll check to see what the cost per hour is for this course:

\$7000/16 Hours= \$437.50 Per Hour

This course exceeds our cost per hour subsidy cap of \$300/hour, which means we now need to calculate the max amount we can award in funding for this course:

\$300 per hour x 16 hours = \$4800

\$4800 is the maximum award for this course
when considering the \$300/hour subsidy cap.

Next, we'll check to make sure this course is no greater than \$3000 per person, per course (using the new calculated max award amount of \$4800):

\$4800/5 trainees=\$960 per trainee.

This is within our \$3000 per trainee/per course limit, so, no adjustments are needed here. The final award amount will be based on the \$300/training hour subsidy cap, as calculated above.

FINAL AWARD AMOUNT: \$4,800

Match Amount (Amount Grantee will have to pay out of pocket): \$2,200

Amount left for your company in CY2025:

\$15,000 (subsidy limit) - \$4,800 (award)=

\$10,200 left for future training!

51-100 EEs, 50% Reimbursement, Per Group/Flat Rate

Your organization is a business with 72 eligible employees. You plan to send 5 of them the following course starting in 2025:



Course Name: C-0001 – Intro to Express Program
Total Training Hours: 16 Hours
Course Cost: \$7000 PER GROUP

First, because you have more than 50 employees, you are only eligible for up to half of the course cost.

\$7000/2 = \$3500 in eligible subsidy.

Next, we'll check to see what the cost per hour is for this course:

\$3500/16 Hours= \$218.75 Per Hour

This course meets our cost per hour subsidy cap of \$300/hour.

\$3500 is the maximum award for this course when considering the \$300/hour subsidy cap.

Next, we'll check to make sure this course is no greater than \$3000 per person, per course:

\$3500/5 trainees=\$700 per trainee.

This is within our \$3000 per trainee/per course limit, so no adjustments are needed here. We can award \$3,500 in reimbursement for this group course.

FINAL AWARD AMOUNT: \$3,500

Match Amount (Amount Grantee will have to pay out of pocket): \$3,500

Amount left for your company in CY2025:

\$15,000 (subsidy limit) - \$3,500 (award)=

\$11,500 left for future training!

1-50 EEs, 100% Reimbursement, Per Trainee

Your organization is a business with 35 eligible employees. You plan to send 5 of them the following course starting in 2025:



Course Name: C-0002 – Intermediate Express Skills
Total Training Cost: 16 Hours
Course Cost: \$2000 PER TRAINEE

First, we'll check to see what the cost per hour is for this course:

\$2000/16 Hours= \$125 Per Hour

This course meets our cost per hour subsidy cap of \$300/hour, no changes are necessary.

Next, we'll check to make sure this course is no greater than \$3000 per person, per course:

\$2000/1 trainee = \$2000/trainee.

This is within our \$3000 per trainee/per course limit, so no adjustments are needed here. We can approve up to \$2000 per trainee, multiplied by 5 trainees.

FINAL AWARD AMOUNT: \$10,000

Match Amount (Amount Grantee will have to pay out of pocket): \$0

Amount left for your company in CY2025:

\$15,000 (subsidy limit) - \$10,000 (award)=

\$5,000 for future training!

51-100 EEs, 50% Reimbursement, Per Trainee

Your organization is a business with 72 eligible employees. You plan to send 5 of them the following course starting in 2025:



Course Name: C-0002 – Intermediate Express Skills
Total Training Cost: 16 Hours
Course Cost: \$2000 PER TRAINEE

First, because you have more than 50 employees, you are only eligible for up to half of the course cost.

\$2000/2 = \$1000 in eligible subsidy.

Next, we'll check to see what the cost per hour is for this course:

\$1000/16 Hours= \$62.5 Per Hour

This course meets our cost per hour subsidy cap of \$300/hour.

Next, we'll check to make sure this course is no greater than \$3000 per person, per course:

\$1000/1 trainees=\$1000/trainee.

This is within our \$3000 per trainee/per course limit, so no adjustments are needed here. We can approve up to \$1000 per trainee, multiplied by 5 trainees.

FINAL AWARD AMOUNT: \$5,000

Match Amount (Amount Grantee will have to pay out of pocket): \$5,000

Amount left for your company in CY2025:

\$15,000 (subsidy limit) - \$5,000 (award)=

\$10,000 for future training!