

# Massachusetts Workforce Training Grants *Expanded Access 2026*



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AIM HR Solutions

**COMMONWEALTH**  
 **CORPORATION**

**aim** HR  
**SOLUTIONS**

# Building **Skills** for a **Strong** Economy.

Commonwealth Corporation fosters workforce equity in Massachusetts by delivering innovative and collaborative professional development solutions that help diverse communities and employers succeed.

Invest in the  
Future Workforce

Develop an Immediate  
Pipeline Workers

Train & Upskill the  
Current Workforce

# Workforce Training Fund Program (WTFP): Overview

WTFP seeks to maintain the economic strength and viability of the Commonwealth's businesses by upskilling their newly hired and incumbent workforce. WTFP invests heavily in small businesses; of the **1,600 businesses served** last year, **84% had 50 or fewer employees.**

WTFP makes approximately \$25M in grants per year.



# Training Topics

## Workforce Training Fund Program

Grants to Massachusetts employers for employee skills training delivered by training provider(s) of your choice.

Grants range from a few hundred dollars to \$200,000.

### POPULAR TOPICS

- Project Management
- English for Speakers of Other Languages (ESOL)
- Artificial Intelligence (AI)
- Technical and Business software
- Quality Systems
- Diversity, Equity, Inclusion and Belonging (DEIB)
- Productivity Skills
- Management / Leadership
- Lean / Process Improvement
- Adult Basic Education (ABE)
- IT Administration
- Technical Skills
- Communication
- & Much More

## ELIGIBILITY REQUIREMENTS

- Employers must be compliant with obligations to all State agencies.
- Must provide:
  - Department of Unemployment Assistance Certificate of Compliance
  - Department of Revenue Certificate of Good Standing
  - IRS Form W-9
- Only **W2** employees working in Massachusetts may participate.
  - No temps, contractors, or employees working outside MA
- Employees must be paid regular wages during training (i.e., training is on company time)



**Please review Program Guidelines for all requirements, limitations, and conditions**

# ELIGIBILITY REQUIREMENTS

# Workforce Training Fund Program

Only employers who contribute to the Workforce Training Fund through Massachusetts Unemployment Insurance payments are eligible for grants:

## Eligible

- All for-profit companies
- Non-profit employers who make regular, quarterly UI payments contribute to the fund and may apply
  - most non-profit employers contribute

## Not Eligible

- Federal, State, or municipal government
- Non-profit employers who are self-insured for UI do not contribute to the fund and may not apply
  - most commonly, self-insured non-profits are larger orgs such as hospitals & universities are



**BIG NEWS!**

## Workforce Training Fund Program



# EXPANDED OPPORTUNITIES IN 2026

April 1, 2026 WTFP Policy Changes:

- Increase Express reimbursement rate from 50% to 100% for orgs with 51-100 employees
- Increase General Program maximum from \$125,000 to \$200,000\*
- Allow eligible orgs simultaneous access to Express & General grants

*\*consortium grants include 10% in additional support for grant administration.*

Grants to Massachusetts employers to train current and newly hired employees.

**Express Program:** Grants up to \$15,000 per org, per calendar year & \$3,000 per employee per course.

- Limited to eligible employers with 100 or fewer MA employees
- Apply any time; Approval w/in 21 days; first-come, first-served basis
- Streamlined process for easy access:
  - Short application for organization eligibility
  - Choose from a directory of over 4,000 pre-approved courses
  - Complete training
  - Receive reimbursement of up to 100% of training costs
- Training takes place on company time

FY25:  
\$14.6 M  
1,484 Employers  
13,740 Trainee Slots

**General Program:** \$10,000 to \$200,000\* grants for two-year customized training projects:

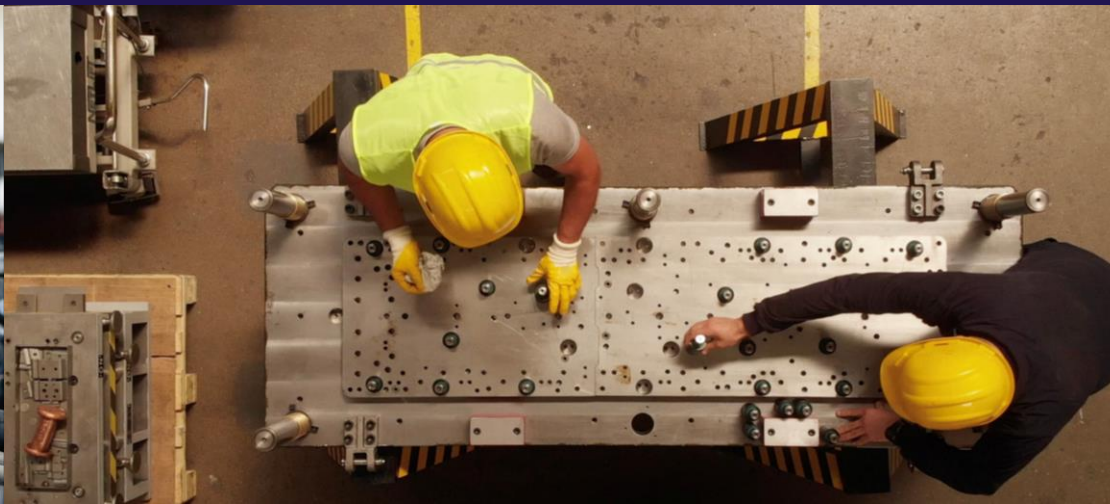
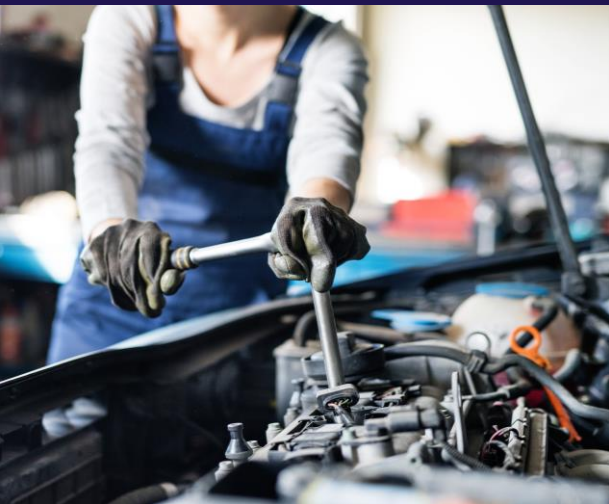
- Available to eligible employers of any size (or consortium\* of employers)
- Applicants source training vendors and design custom training plans
- Grants must supplement but not replace private investment in training
- Employers must match \$1-to-\$1 (wages count as match)
- Grants are awarded competitively
- Apply any time; Application decisions within 60 days
- 1 Year waiting period between General Program grants

FY25:  
\$9.5 M  
135 Employers  
7,434 Trainees

# ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

ESOL is a priority of WTFP

- No wrong door:
  - Express Program
  - General Program
  - ESOL Bridge Grant: Enables General Program grantees to continue workplace ESOL training during the one year waiting period between grants



# Workforce Training Fund Program

## EXPRESS PROGRAM

### FAST

approval within 21 days

### FLEXIBLE

choose from more than 4,000 courses  
from more than 400 training providers

### FRIENDLY

designed for even the smallest  
employers in Massachusetts

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# EXPRESS

1

## PICK A COURSE

Choose one or more courses from the Express Directory

2

## GATHER APPLICATION MATERIALS

Schedule training with provider  
Get a COGS from MA DOR\*  
Get a Certificate of Compliance from MA DUA\*\*  
Fill Out a W-9

3

## APPLY FOR FUNDING

Apply at least 21 days before training begins

4

## ACCEPT YOUR AWARD

Easy e-signature to enter into an agreement

## CONDUCT TRAINING

Send employees to training within grant period

## REQUEST REIMBURSEMENT

Submit proof of payment and roster of attendees



5

6

# Workforce Training Fund Program

## EXPRESS PROGRAM

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### FRIENDLY

designed for even the smallest employers in Massachusetts



# GENERAL PROGRAM

Grants from \$10,000 to \$200,000\* for two-year customized training projects:

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Will this grant...

**Increase the skills of low-wage, or low-skilled workers;**

**Create / preserve jobs at wages sufficient to support a family;**

**Result in net growth in employment in MA;**

**Supplement, rather than replace, private investments in training;**

**Provide training making the organization more productivity and competitiveness;**

**Provide workers with transferrable skills, increased opportunity and compensation;**

**Provide training expected to prevent off-shoring;\***

Whether the employer ...

**Is a small business;**

**Has made a commitment to provide significant private investment in training during the duration of the grant and after the grant;**

**Has recently relocated its business in the Commonwealth.\***

# Workforce Training Fund Program

GENERAL PROGRAM



PREPARE

## Business Needs Assessment

STEP 1

### Identify training objective

- Business problems
- Opportunities to be addressed
- Gap in skills for employees

### Determine success metrics

- Quantifiable and Objective
- Key Performance Indicators (KPIs)
- Intentional measurement of progress towards a goal
- Determine baseline measurement before training and expected improvement after training is completed

### Explore & Source Training Vendors

- Research training vendors by talking with colleagues or community colleges
- Review recent WTFP grant awards
- Use the Express Program course Directory
- Seek competitive bids from qualified trainers



GATHER MATERIALS

## Prepare Required Documents

STEP 2

### Individual Application

- Certificate of Good Standing (COGs) from the Department of Revenue (DOR) - that is less than 6 months old
- Certificate of Compliance from the Massachusetts Department of Unemployment Assistance (DUA)
- Signed W-9, less than 1 year old at the time of submission

In addition, include the following:

- Cover Letter
- Course Descriptions

### Consortium Application

Lead applicant and all partners with trainees in the grant should provide compliance documents:

- Certificate of Good Standing (COGs)
- Certificate of Compliance
- W-9

In addition to the compliance documents, include the following:

- Cover Letter
- Course Descriptions
- Partner(s) letter of commitment
- Union Letter(s) are required if union members are participating in the training proposed



APPLICATION IN PROGRESS

## General Program Application

STEP 3

### Work through Training Application

- Clear Summary of training
- Identify training costs and related expenses
- Determine number of trainees by category, and average wages for each category
- Estimate impact on trainee wages and job growth by the end of the grant
- Include sufficient information on training result:

*job retention, job growth, increased wages, etc.*

- Share expectations of company impact :

*business productivity, competitiveness, and/or ability to do business in Massachusetts*

- Proposed trainings should be supplemental skills that enhance but not replace private investments in the workplace.

### Application Checkpoints

- Ensure all previous steps are complete
- Review trainee count, cost of benefits & wages are entered accurately
- Confirm you meet or exceed \$1:\$1 match requirement
- Upload all required documents:

*Including but not limited to compliance documents, cover letter, course descriptions, etc.*



SUBMIT APPLICATION

## Submission

Please ensure our email address:

[WTFP@commcorp.org](mailto:WTFP@commcorp.org)

is added to your organization's safe sender list before your application is submitted to avoid missing important updates and communications.

STEP 4

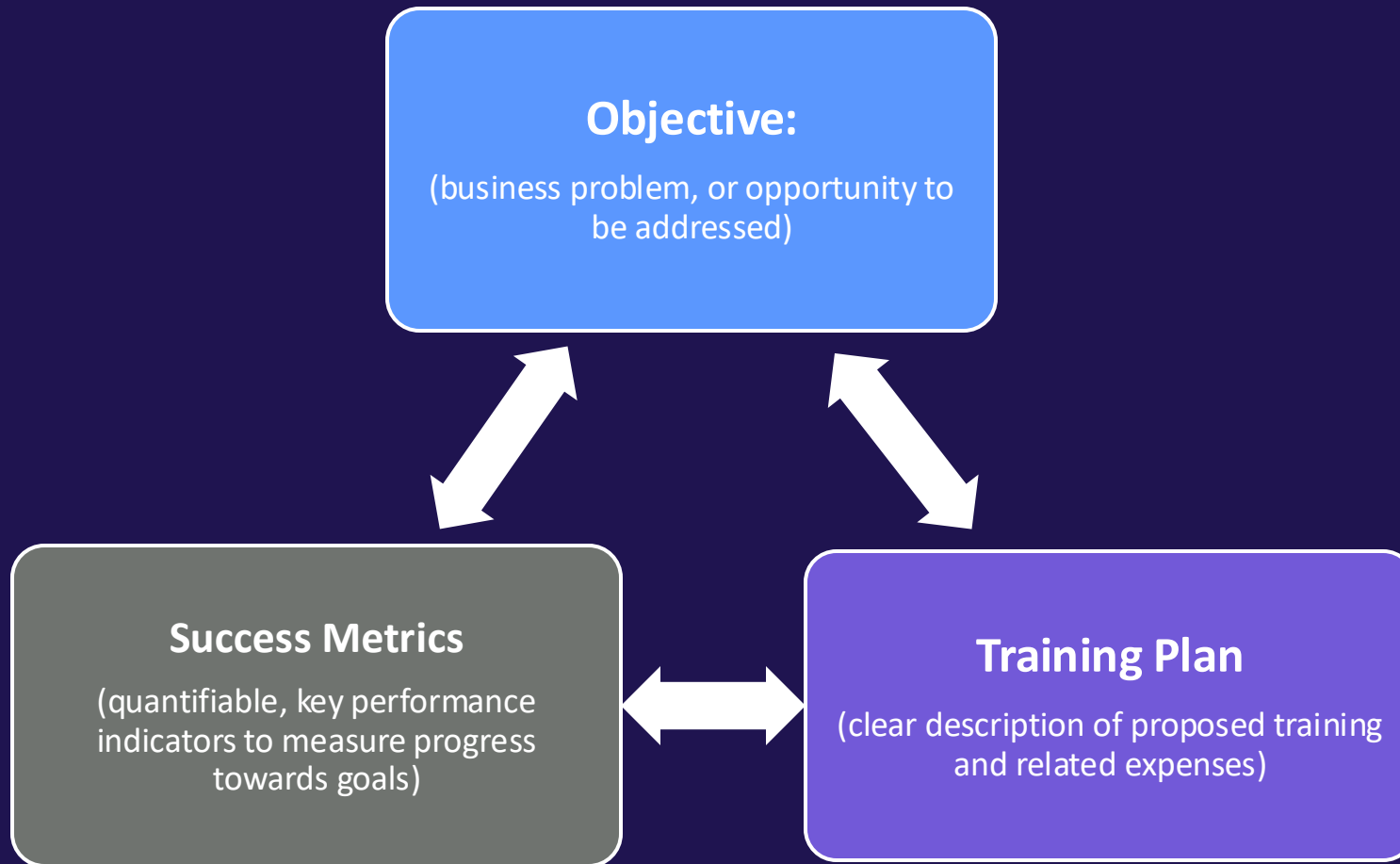
### Application Submission

- Submit application at least 90 days prior to the intended start of training
- **After you submit your application, you will enter the Application Review & Award Decision Phase**
- In most cases, applicants are notified of application outcomes within 60 days\* from submission of a complete application.

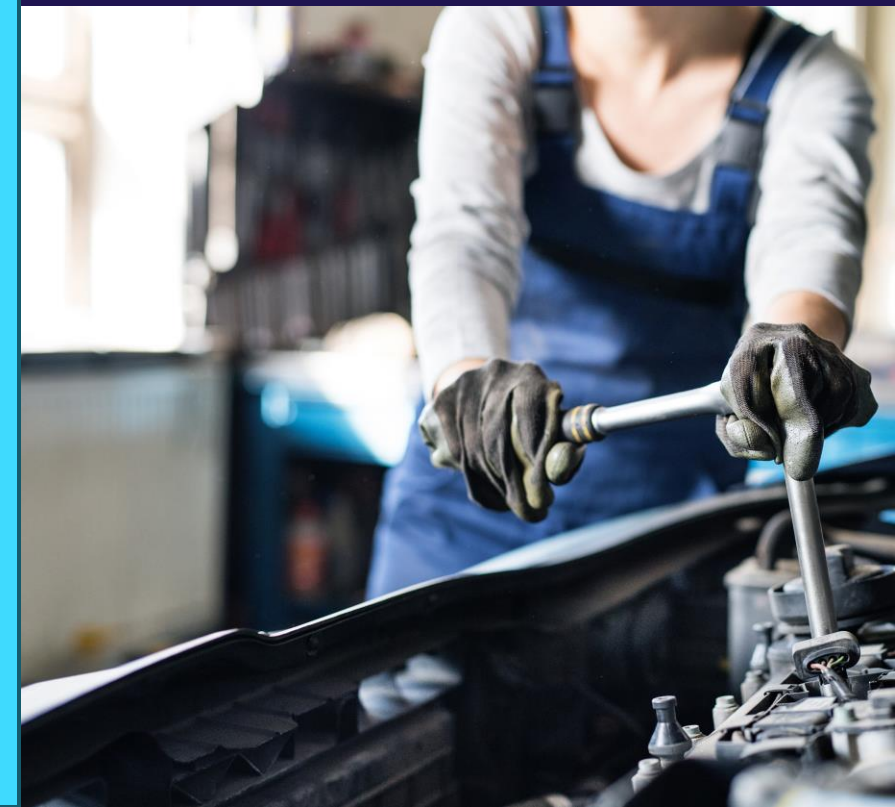
*\*Timing may vary if there are missing attachments, compliance issues, or unresolved items indicated from the WTFP - Review Team.*

Contact [WTFP@commcorp.org](mailto:WTFP@commcorp.org) for support

# GENERAL PROGRAM APPLICATION



## Workforce Training Fund Program



## If approved...

- Plan for 90+ days from submission to training
- Grant orientation must be completed (1 hour)
- Grant agreement must be signed (DocuSign)

**Payment:** In most cases grant funds are advanced to grantees in 25% increments.

- First 25% — Advanced once the grant agreement is executed
- Second 25% — Advanced after initial 25% is spent and reported
- Third 25% — Advanced after the second 25% is spent and reported
- Final 25% — Reimbursement after project completion and final reports are received.

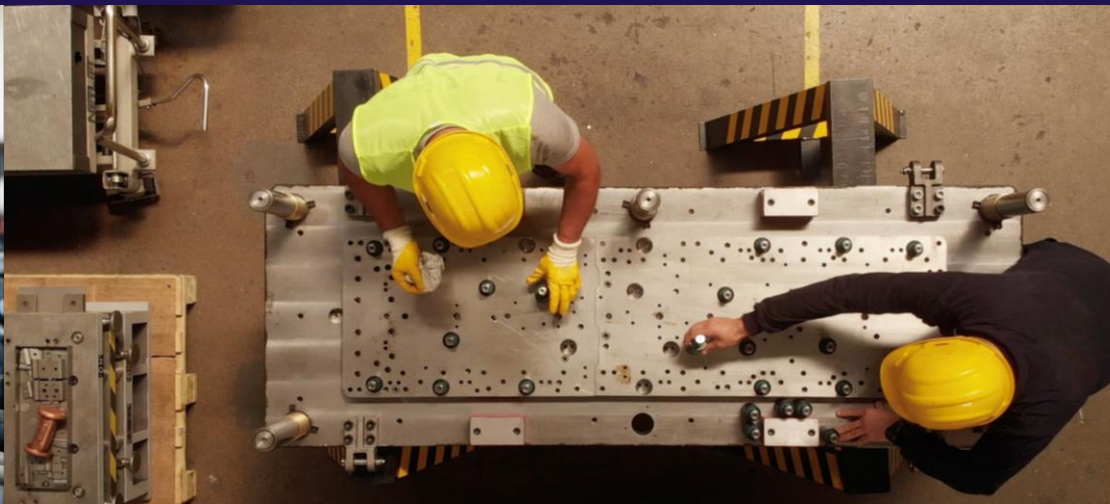
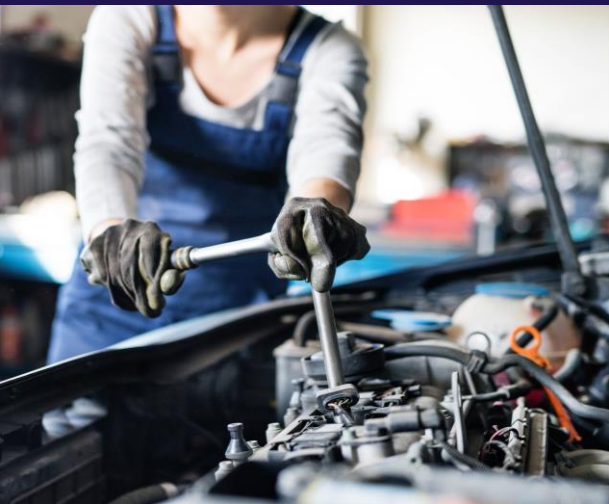


**Workforce Training  
Fund Program**

## LIMITATIONS

- No internal trainers or self-dealing
- No consulting services
- No mandated training
- No existing training commitments
- No training that is primarily self-directed
- General Program will not fund training covered in previous grants

**Please review  
Program Guidelines  
for all  
requirements,  
limitations, and  
conditions**



# Workforce Training Fund Program

## EXPRESS PROGRAM

Gary BenDavid Builders, Inc.  
Oak Bluffs

6 EEs  
Industry: Construction



# Workforce Training Fund Program

## GENERAL PROGRAM

AIS  
Leominster

668 MA Employees  
Industry: Manufacturing



# Find the Right Training for Your Team

The screenshot displays the AIM HR Solutions website. The browser's address bar shows the URL <https://aimhrsolutions.com>. The website header includes the AIM HR SOLUTIONS logo, navigation menus for "Store", "Events Calendar", "Contact Us: 617.488.8321", "Member Login", "Training & Development", "Services", "Resources", and "About Us", and a search bar. The main content area features a large image of a business meeting with the text "Helping businesses thrive with tailored HR support and learning" and a "Let's Get Started" button. Below this, a green banner announces a webinar: "Fri, Apr 17 at 11 AM: Join our FREE live webinar with Commonwealth Corporation to learn how to access Workforce Training Grants and get up to 100% reimbursed training for your team." A "Sign up for free!" button is positioned to the right of the announcement. A chat bubble in the bottom right corner says "Welcome back! Ready to tackle your HR to-do list? Let's chat!". The Windows taskbar at the bottom shows the date as 4/15/2026 and the time as 3:45 PM.

# How We Can Help



**Get free 1:1 help to apply with confidence!**

To learn more, contact our grant expert, Rachel, at [RGillis@AIMHRSolutions.com](mailto:RGillis@AIMHRSolutions.com)

# Real World Examples



## Manufacturing

**\$13,000 approved**  
*(100% reimbursed)*

### Challenge

Large, global company with MA location  
Multiple teams, different training needs

### Approach

Customized multi-topic training plan

### Result

7 virtual private trainings  
Topics: leadership, communication,  
compliance  
HR lead positioned as an internal hero



## Wellness

**\$6,600 approved**  
*(100% reimbursed)*

### Challenge

<30 employees, mostly part-time  
No dedicated HR support

### Approach

HR + compliance-focused training

### Result

Team quickly enrolled  
Stronger HR foundation for  
employer + employees

# Top Questions We Hear from Employers

1

## What do I need to apply?

- ✓ Certificate of Compliance
- ✓ Certificate of Good Standing
- ✓ Signed W-9
- ✓ # of W-2 Massachusetts employees + worldwide
- ✓ Training selection

2

## Do I get funding upfront?

- ✓ No, this is a reimbursement program
- ✓ Pay for training, then after the training is completed, submit for reimbursement

3

## Where do I start with training?

- ✓ 70+ grant-eligible courses
- ✓ Strategic guidance to maximize funding
- ✓ Public + private formats for flexibility

# Q & A



# Thank you!



**Rob Duncan**  
CommonwealthCorp  
rduncan@commcorp.org

## Helpful Links

**Learn more & apply for grants**

**Program support:**  
**wtfp@commcorp.org**

**AIM HR Solutions**  
**Training Catalog**



**Rachel Gillis**  
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rgillis@AIMHRSolutions.com