



## **Frequently Asked Questions Workforce Development Grants**

- 1. Does the Office of Skills Development (OSD) provide grant funding year-round?**  
Yes, OSD offers funding throughout the entire year and does not exhaust its budget.
- 2. Can training begin before OSD has reviewed the grant application?** Yes, training can start before the grant application is reviewed. However, the application must be submitted in order for the training to be eligible for reimbursement by the Office of Skills Development.
- 3. Is it possible to submit multiple grant applications at once?** Yes, there is no limit to the number of grant applications that can be submitted at the same time, but each grant category has a maximum reimbursement amount.
- 4. Are there any time limitations for grant applications?** Training(s) must be completed within six months. If the training exceeds this timeframe, the applicant should contact the grants manager for further guidance.
- 5. When is the ideal time to submit my training grant application?** Grant applications can be submitted up to the day of the training, but not more than 30 days in advance.
- 6. How much time does the review process for a grant application take?** The review process takes between 1-3 weeks, depending on when the grant application was submitted.
- 7. How will I be notified about the status of my grant application?**  
A notification letter will be sent via email to the primary company contact and the submitter (if different from the primary contact). This letter will indicate whether the grant application has been approved or denied. If approved, the letter will include the approved reimbursement amount and detailed instructions on how to request reimbursement. If denied, the letter will provide that decision as well.
- 8. What are the required documents for reimbursement?** Applicants will need to submit the performance report, invoice(s), proof of payment and sign-in sheets, if applicable. If travel expenses were included in the application, a travel expense form (located on our website) must also be completed, along with any relevant travel

receipts. Those travel receipts include flight, hotel, car rental, ground transportation such as Uber and Lyft, and airport parking. Since OSD follows the GSA per diem rates on meals and mileage. No receipts are required for either one.

9. **Where should reimbursement documentation be submitted?** For reimbursement requests in fiscal year 25–26 and moving forward, there will be a link where you can upload everything directly into the grant platform. For earlier grant years, you’ll still need to send your documents to the OSD email at [aceosdgrants@arkansas.gov](mailto:aceosdgrants@arkansas.gov)

10. **How many grant reimbursements can I submit per grant application?** For each grant application, applicants are allowed to submit one reimbursement request.

11. **How long does it take to receive payment after submitting reimbursement documents?** Payments are typically processed within 14-21 business days.

12. **Will my reimbursement be issued as a check, or is direct deposit available?**

Reimbursements will be provided via check, unless the company or organization chooses to arrange direct deposit. In that case, all vendors must set up their accounts through the Office of State Procurement (OSP) vendor portal.