

WORKFORCE 20/20

Making Employee Training
Affordable



Administered by Job Service North Dakota.

A Valuable Resource for North Dakota Businesses

As employers in North Dakota implement new technology and work methods, the need for highly skilled workers is increasing. Workforce 20/20 is a state-funded program that assists in meeting these demands. Since its enactment by the 1991 North Dakota Legislature, the Workforce 20/20 Training Fund has helped employers provide retraining and upgrade training to support the introduction of new technologies and work methods into the workplace. Often this results in high-wage and high-skill jobs that enhance the economy and benefit workers through increased earning potential and employment opportunities.

Objectives of the Training Program

Workforce 20/20 provides funding assistance to employers for current workers and new employees. First, companies can access assistance to help upgrade the skills of current workers when new technologies and/or new production work methods are introduced. Second, it is available to companies that are expanding or locating to the state to help with training new employees. These objectives will help communities attract and retain companies and make North Dakota a better place to work, live, and do business. Training funded under Workforce 20/20 is limited to North Dakota residents who are or will be employed in the state. Workforce 20/20 is a funding source to assist in reducing the cost of training. Customized training suited to the specific needs of the company is available through North Dakota's customized training network, state universities and colleges, and the state's local vocational centers. Funds are available regardless of the company's size. Equitable access to funds is provided to both urban and rural areas. Workforce 20/20 requires a minimum of paperwork, and provides a good return on the public investment. Projects must emphasize job skill and basic skill training.

It's Easier Than You Think To Get Funding

Businesses and industries that bring new revenue to the state by selling a majority of products and services outside of North Dakota will be given priority for funding. Businesses that sell products or services in the local area are eligible, but need to demonstrate compelling economic benefit to the community or state. Small companies or those located in rural areas are especially encouraged to participate. Businesses making requests for Workforce 20/20 funding assistance are asked to participate in the cost of training. In-kind contributions can be considered matching funds. Examples of matching funds include training space, equipment, supplies, or employee wages and fringe benefits while in training.

Requirements for Training Projects

Projects must emphasize job skill training or basic skill training. Only training for **permanent** jobs or occupations which have significant career opportunities and require substantive instructions will be considered for funding.

For projects that train new employees for business expansion and start-ups, trainees who successfully complete training must be given priority in hiring by the participating business.

If the occupation for which training is being conducted is covered by a collective bargaining agreement, union concurrence is required.

If new job openings are created through upgrade training, the sponsoring company should give priority consideration to individuals eligible for other state and federal job training programs.

Costs for training needs assessments and the preparation of an application are the responsibility of the company.

Only direct training costs can be reimbursed under Workforce 20/20. **Costs can include the following:**

- a. Instructor wages, per diem, and travel.
- b. Tuition and registration fees.
- c. Curriculum development and training materials.
- d. Lease of training equipment and training space.
- e. Miscellaneous direct training costs.

Requirements continued on next page

Workforce 20/20 funds **cannot be used** to reimburse employee salaries, fund in-house trainers, purchase equipment, software, non-expendable supplies or use of in-house training space.

All Workforce 20/20 grants will be based on a cost reimbursement of those actual costs expended and identified in the contract.

For each project approved for funding, the company will be required to submit a report identifying individuals participating in the training program. Follow-up reports on those individuals who participated in Workforce 20/20 funded training will be submitted by the employer 90 days, 180 days, and 365 days after training.

Application Process

Requests for information or Workforce 20/20 funding applications should be submitted to:

Workforce Solutions
Job Service North Dakota
P.O. Box 5507
Bismarck, North Dakota 58506-5507
Telephone: 701-328-3358
Fax: 701-328-4894
E-mail: dstoltz@state.nd.us

Application Review Process

Job Service North Dakota will score applications according to specified criteria. Scored applications will be ranked and reviewed by the Workforce 20/20 Advisory Committee. The committee consists of representatives from Job Service North Dakota, Economic Development and Finance, Department of Career and Technical Education, Greater North Dakota Chamber of Commerce, private business, organized labor, and local development associations. The committee will investigate the applicability of other training program options and make funding recommendations to the executive director of Job Service North Dakota, who makes the final decision.



Job Service North Dakota is an equal opportunity employer/program provider.
Auxiliary aids and services are available upon request to individuals with disabilities.