

WORKFORCE 20/20

Application Instructions



Administered by Job Service North Dakota.

Authority

Authority for establishing guidelines for administration of the Workforce 20/20 Program in the state of North Dakota is provided for in Chapter 52-08.1 of the North Dakota Century Code. The North Dakota Legislative Assembly established the Workforce 20/20 Program to assist North Dakota business and industry in retraining and upgrading the skills of current employees brought about through the introduction of new technologies or work methods to the workplace. The purpose of the Act is to foster the growth and competition of North Dakota's work force and industry by ensuring that the current work force has the skills and expertise to compete in a global economy.

Eligibility Criteria

"Eligible business" means a business which is creating new employment opportunities in North Dakota, introducing new technologies or equipment, or making significant changes in production methods or operations which require substantive instruction or training. (Businesses engaged in interstate or intrastate commerce for the purpose of manufacturing, processing, and assembly of products, or businesses engaged in the provision of services in interstate commerce are targeted under this program.) The business site must be located in the state of North Dakota. Applications will be accepted from businesses or groups of businesses or associations which meet this eligibility criteria.

Business or industry must have retooled or be in the process of retooling, have introduced new technology or be in the process of introducing new technologies, or have changed work methods or be in the process of changing work methods. Businesses must demonstrate that the job requirements have changed as a result of planned retooling or introduction of new technologies or work methods, and current employees must be retrained to perform these jobs.

Job positions for which retraining is planned must be positions intended by the employer to exist on an ongoing basis with no planned termination date. Employees in the position must be employed on an ongoing basis with no planned termination date, and must receive monthly financial compensation for a minimum of nine months each year. Training is available only to individuals who are North Dakota residents and who are eligible employees of the business.

Project Funding

Awards to existing businesses for the purpose of retraining current employees will be made in the form of a grant through the use of a cost reimbursement contract which identifies the services to be provided. The training must result in a net increase in the number of employment positions at the employer's worksite or a net increase in the job skills of the trainees or a net increase in wages of those trained. Training can include only upgrade or retraining of current workers or to individuals as part of pre-employment training as long as the company gives successful graduates hiring priority.

Application Process

Applications for training assistance under Workforce 20/20 must be submitted to Job Service North Dakota at:

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

Job Service North Dakota will score applications according to criteria specified under project scoring criteria. Scored applications will be ranked and reviewed with the Workforce 20/20 committee. Members of the committee are from Job Service North Dakota, Economic Development and Finance, Department of Career and Technical Education, Greater North Dakota Chamber of Commerce, organized labor, local development associations, and private business.

To be funded, an application must receive a minimum score of 65 out of a possible 100 points, and meet all other eligibility criteria specified elsewhere in the Act or guidelines. Job Service North Dakota may approve, reject, defer, or refer an application to another training program. Application approval will be contingent upon availability of funds. Job Service North Dakota shall reject or defer an application if funds are not available. Before an application is submitted to the Workforce 20/20 Committee, Job Service North Dakota will investigate the applicability of other training programs.

Project Scoring Criteria

Criteria used for scoring project applications shall be as follows:

Need - Points will be awarded based on the information provided which supports the business's financial need for training assistance, business viability dependent on the training, and positive impact of training for the business, and employees to be trained. (Maximum of 20 points.)

Impact of the Project - Points will be awarded based on the project being essential to creation of new jobs, retention of jobs, and the project's impact on the local economy and tax base. (Maximum of 10 points)

Description of the Project - Points will be awarded based on a description of the training objectives (who will be trained, current and projected wage, when and how training will be provided), description of the training to be provided, and qualification of the trainers. (Maximum of 30 points.)

Coordination Cost Sharing - Points will be awarded based on efforts to coordinate training with other workforce training programs, and where possible, use of the secondary and post-secondary educational system to deliver training. (Maximum of 10 points.)

Commitment to Training - Points will be awarded based on the business's demonstrated past history in providing retraining and upgrade training to their employees, future plans for retraining and upgrading of their work force, retraining/upgrade during regular work schedules, and paying regular salary while involved in training. (Maximum of 10 points.)

Budget - Points will be awarded based on information provided demonstrating the cost effectiveness of the training, whether benefits to employer and employees are cost effective, and amount of match provided by the employer. (Maximum of 20 points.)

Prior to any training commencing, a signed contract must be in place between Job Service North Dakota and the business or association.



WORKFORCE SOLUTIONS
JSND-6065 (R. 8-05)

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