



**WORKFORCE 20 / 20 FUNDING APPLICATION**

JSND / WORKFORCE PROGRAMS  
SFN 19511 (R. 6-07)

Title of Project		
<input type="checkbox"/> New Business	<input type="checkbox"/> Existing Business	<input type="checkbox"/> Expanding Business
Proposed Start Date		Proposed End Date
Firm		Telephone Number
E-Mail Address		Fax
Street Address / PO Box		
City	State	ZIP Code
Type of Contractor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Individual Ownership <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Public Agency		
President / Manager	Telephone Number	FEIN
Signature of chief administrator of applicant organization verifying that the applicant has the necessary legal authority to apply for and to receive the proposed contract.		
Name (Please Print or Type)		Date
Title		

## **Purpose**

Identify the purpose of your business; i.e., manufacturing; service. Provide a brief history, description, or service of your product line.

Applications must be submitted at least one week prior to the start of training. Applications must also meet the company eligibility and project requirements included in these guidelines. Priority of funding will be based on the following criteria:

### **I. Statement of Need (Maximum of 20 Points)**

- a. Describe why the training is needed; i.e., introduction of new technology, introduction of new work methods, changes in production.
- b. Describe the impact the training will have on the workers being trained; i.e., transferable job skills, increased employee earnings, increased employee job retention, increased hours of work, moving from part-time or temporary to permanent work.
- c. Describe the effects the training will have on your business; i.e., improve business competitiveness, achieve preferred vendor status, improved productivity, increased market.
- d. Describe why Workforce 20 / 20 funding is needed to support this training (financial or technical assistance needs).

### **II. Impact of the Project (Maximum of 10 Points)**

- a. Explain the impact of the project on the local economy.
- b. Explain the impact of the project on the tax base.
- c. Explain whether the project is essential to the creation and retention of jobs.
- d. Explain the anticipated new economic activity that would result.

### **III. Description of the Project (Maximum of 30 Points)**

- a. Describe the training objectives.
- b. Describe the status of the workers to be trained.
  1. Identify the workers to be trained by occupation, job classification, and number(s) in each classification.
  2. Provide the current or starting wage and anticipated wage after training for each of the occupational / job classifications in which training will be provided.

- c. Describe the training to be provided.
  - 1. Describe who will do the training, and how, where, and when the training will be provided.
  - 2. Provide the detailed outline or curriculum, along with the approach to be used to provide the proposed training.
  - 3. Describe the length of training and subject matter to be covered, required tools, equipment, supplies, and facilities necessary to provide training.
- d. Describe the qualifications of the proposed trainers.

**IV. Coordination / Cost Sharing (Maximum of 10 Points)**

- a. Describe your attempts to coordinate the proposed training with other state and federal workforce training programs.
- b. If the proposal is not using the services of the state colleges, universities, or local vocational centers to provide the proposed training, describe your attempts to coordinate the proposed training through them, and the reason they were not selected.

**V. Commitment to Training (Maximum of 10 Points)**

- a. Summarize your past involvement in providing retraining and upgrade training to your workforce.
- b. Describe your future plans for the retraining and upgrade training needs of your workforce.
- c. Will employees be paid their regular wage while they are participating in retraining and upgrade training?

**VI. Budget (Maximum of 20 Points)**

- a. Identify and describe the total cost associated with the training proposal. Provide a breakout of those costs that will be covered by the employer, other federal and state workforce training programs, other funding sources, and the amount requested under Workforce 20 / 20.
- b. Training costs may include training seminars, tuition, books and classroom materials, instructor wages and benefits, instructor and trainee travel and per diem, reasonable equipment lease and training facility lease during the proposed training, costs of curriculum development, and other reasonable costs related to direct training.
- c. Ineligible Workforce 20 / 20 reimbursements include trainees' salaries, equipment purchase, software purchase, and purchase of nonexpendable supplies.
- d. Employers are expected to provide a significant amount of the matching private funds. The project budget must include identification of the employer match for the proposed training.

Provide a copy of the training program announcement, proposal, or contract. If the above information is not available, indicate when it will be available. A copy of the announcement, proposal, or contract is required prior to reimbursement of funds under the program.

	<b>Total Project Budget</b>	<b>Employer Contribution Direct Cash</b>	<b>Employer Contribution In Kind</b>	<b>Other Workforce Training Programs / Agencies</b>	<b>Workforce 20 / 20 Request</b>
Instructor / Consultant Cost (Contract, Wages, Travel, etc.)					
Registration Fees / Tuition					
Facilities					
Supplies / Equipment					
Employee Wages and Fringe Benefits While in Training					
Employee Travel					
Other (Please Identify)					
<b>TOTAL</b>					

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