



WORKFORCE ENHANCEMENT

GRANTS

STATE OF NORTH DAKOTA

DEMAND DRIVEN TRAINING FOR

THE PRIVATE SECTOR

NORTH DAKOTA TALENT  
INITIATIVE:  
THINKING GLOBALLY —  
SUCCEEDING REGIONALLY

REVISED: 10-02-2009



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Dakota  
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Regionally

## Introduction:

The Workforce Enhancement Grant Program was enacted during the 2007 Legislative Session in an effort to help address the emerging workforce training needs of North Dakota business and industry.

In August of 2006, the ND Department of Commerce & the ND Workforce Development Council held a Strategic Planning Retreat “Workforce Development for Economic Development”. The North Dakota Talent Initiative was adopted during the Retreat.

One of the primary considerations for the State and the delivery system was to provide **timely, customized, workforce training** to meet the talent demands for North Dakota business. (Provide what is needed, when it is needed). To support a demand driven response, it was recognized that funding is needed to support development curriculum, to purchase equipment and technology and to train or certify instructors to respond to the short-term training needs of North Dakota business and industry.

The Workforce Enhancement Grants provide a mechanism for the institutions of higher education assigned primary responsibility for workforce training in North Dakota to apply for funding to help create or enhance training programs that address workforce needs of private sector employers in North Dakota. Emphasis will be given to meeting the workforce needs of Target Industry employers and employers with high-skill and high-wage job opportunities in North Dakota.

Workforce Enhancement Grant funding may be used for curriculum development, equipment, recruitment of participants and training and certification of instructors. Funds may not be used to supplant funding for current operations.

Workforce Enhancement Grant Projects require private sector participation and one dollar of matching funds for each dollar of state funds. Matching funds cannot be state funds and must be either funds from the private sector partners or funds facilitated through the collaboration of the private sector partners with other funding sources.



## **PROGRAM GUIDELINES:**

The Commissioner of North Dakota Department of Commerce will accept applications for funding under the Workforce Enhancement Grants from eligible institutions of higher education.

## **WORKFORCE ENHANCEMENT COUNCIL:**

A Workforce Enhancement Council, consisting of the private sector membership of the North Dakota Workforce Development Council, the state director of the Department of Career & Technical Education and the Division Director of the Workforce Development Division of the ND Department of Commerce who serves as the Chair, will review the applications, verify the match requirement, and make funding recommendations to the Commissioner of the ND Department of Commerce.

## **REPORTING REQUIREMENTS:**

Institutions of Higher Education who are awarded Workforce Enhancement Grants will be required to submit quarterly reports to the ND Department of Commerce, Division of Workforce Development. The quarterly reports will include: 1) a progress report on implementation of the approved training; 2) a budget summary with a breakdown of grant funds used and documentation on source of the dollar for dollar matching funds; 3) a report on the number of program participants or students enrolled in the approved program; and 4) the names and Social Security Number (if available) of all participants or students enrolled will be provided to the Follow-up Information on North Dakota Employment and Training (FINDET) for follow-up on student employment and retention in North Dakota.

## **APPLICATION PROCESS:**

Applications will be accepted by the ND Department of Commerce during regular working hours. Applications can be submitted to the following address:

North Dakota Department of Commerce  
Attention: Workforce Enhancement Grants  
1600 East Century Avenue, Suite 2  
P.O. Box 2057  
Bismarck, ND 58502-2057

Requests for Applications can be requested at the above address and questions about the program can be directed to:

James J. Hirsch, Director  
Division of Workforce Development  
701-328-5345  
[jhirsch@nd.gov](mailto:jhirsch@nd.gov)

## PROGRAM ELIGIBILITY:

Program eligibility is limited to those institutions of higher education who have been legislatively identified as having responsibility for delivery of employer focused training under the Workforce Training Program. Projects that reach out and are inclusive of other institutions of higher education, partner and stakeholder organizations, private and tribal colleges in developing their response and application will receive preference.

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.

Projects must emphasize the creation or enhancement of training programs that address job skill training needs of private sector employers. To be considered for grant funding, only workforce development or training activities leading to **permanent** jobs or occupations which have significant career opportunities will be considered.

Projects must be developed with the full participation of business and industry. Preference will be given to projects that to address the most **the most urgent demand for skills in a region/ or portion of the state** and that **help remove a barrier to the expansion of a particular business/industry** where lack of available skills are impeding economic growth.

Projects will require a least one dollar of matching funding for each dollar of state funding requested.

## FUNDING ASSISTANCE:

Under the “Workforce Enhancement Grants Program”, the ND Department of Commerce can make grants to eligible institutions of higher education to create or enhance, demand driven training programs to address the workforce needs of North Dakota’s private sector. Priority will be given to those projects which address target industries and industries identified as having available high-wage, high-demand occupations.

Funding to projects that have been approved will be released upon verification and documentation that one dollar of matching funds is being provided for each dollar of state funds.

## APPLICATION REVIEW CRITERIA:

The Division of Workforce Development will provide an initial review and score applications according to specified criteria. Scored applications will be ranked and reviewed by the Workforce Enhancement Council. The Workforce Enhancement Council membership consists of nine business members of the North Dakota Workforce Development Council, the State Director of the Department of Career & Technical Education and the Director of the Workforce Development Division, who serves as Chair. The Council will investigate the eligibility of the proposal and make funding recommendations to the Commissioner of ND Department of Commerce, who makes the final funding decision.



## WORKFORCE ENHANCEMENT GRANT APPLICATION

Title of Project		
Proposed Start Date	Proposed End Date	
Institution of Higher Education:	Telephone Number	
Fax	E-Mail Address	
Street Address / PO Box		
City	State	ZIP Code
Project Synopsis:		
President / Workforce Training Director	Telephone Number	FEIN
Signature of chief administrator of applicant institution 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 this proposal and the workforce or talent need being addressed.

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

- Describe why this project is needed (introduction of new technologies, changes in production, new work methods, etc.)
- Documentation supporting that this is the most urgent demand for skills in a region/ or portion of the state that will help remove a barrier to the expansion of a particular business/industry where lack of available skills are impeding economic growth.
- Describe the impact this project will have on the partner business. (i.e., improve business competitiveness; achieve preferred vendor status, improved productivity, etc.)
- Describe the impact the project will have on incumbent employees of that business and new workers being recruited or hired. (i.e. transferable skills, increase in earnings, increased job retention, increased hours of work, moving from temporary or part-time to full-time).
- Describe why funding under the Workforce Enhancement Grant is needed to develop and support this project.

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

- Explain the impact of this proposal on the local and state economy.
- Explain whether the project is essential in creation of new jobs or retention of jobs.
- Explain the anticipated economy activity that will result from this project.

### III. Description of the Proposal: (30 Points)

- Describe the overall objective of this proposal.
- Describe the targeted individuals to be trained under this project.
  - i. Identify the occupations, skills, and certifications for which training will be provided. Identify the number of proposed individuals that are expected to be trained as a result of this project.
  - ii. Provide the current starting and projected wage for each occupational training area included in this proposal.
  - iii. Describe the training that will be available as a result of this project.
  - iv. Describe who will do the training, how, when and where the training will be provided.
  - v. Provide a detailed outline of the steps involved in developing and delivering the proposed training.
  - vi. Describe the required tools, equipment, supplies, and facilities necessary to provide the training.
  - vii. Describe (if applicable) how participants will be recruited into the training programs created or enhanced.

### IV. Coordination and cost sharing (10 Points)

- Describe the coordination with other institutions of higher education, private and tribal colleges and other partner and stakeholder organizations in the design and delivery of the project being proposed.
- Describe the industry, business and private sector involvement in the design and development of the project being proposed. Identify private sector commitments to the project identified and identify the source of the dollar for dollar match.

### V. Budget (30 Points)

- Identify and describe the total cost associated with implementation of this project. Provide a breakout of allowable costs which can be covered under the Workforce Enhancement Grant and the costs which will be covered by the matching funds.
- Cost may include curriculum development, equipment, training and certification of instructors and reasonable extraordinary costs for recruitment of participants.
- Funds under the Workforce Enhancement Grant may not be used to supplant funding for current programs and current operations.
- For equipment and supplies which are donated as intended in-kind match for a Workforce Enhancement Grant project the fair market value must be arrived at and documented at the time it is transferred to the College.
  - i. For equipment and supplies received more than 12 months prior to the start (contract effective date) of the Workforce Enhancement Grant the equipment and supplies will need to provide a revised documentation of fair-market value based on depreciation and application of standard accounting principles.

- For all in-kind personal services there must be documentation of the personal services to be provided and the process for determining the value of the in-kind services.
  - If in-kind personal service is provided on a fixed contract amount, the documentation must include the service to be provided, the name of individual(s) providing the in-kind personal services and the time period in which the services will be provided.
  - If the in-kind personal service is provided based on an hourly amount the documentation must include a description of the services provided, the name of individual(s) providing the in-kind personal services, the hourly rate for the service and a time sheet with a hourly log reflecting the time services were provided.