

## Job Service North Dakota Offices

### Coordination of 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 postsecondary 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/upgrading 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.

Beulah  
119 E Main  
Beulah ND 58523  
701-873-5607

Bismarck-Mandan  
1601 E Century Ave  
Bismarck ND 58503  
701-328-5000

Devils Lake  
301 College Dr S  
Devils Lake ND 58301  
701-662-9300

Dickinson  
66 Osborn Dr  
Dickinson ND 58601  
701-227-3100

Fargo  
1350 32nd St S  
Fargo ND 58103  
701-239-7300

Grafton  
927 12th St W  
Grafton ND 58237  
701-352-4450

Grand Forks  
1501 28th Ave S  
Grand Forks ND 58201  
701-795-3700

Harvey  
119 9th St W  
Harvey ND 58341  
701-324-4552

Jamestown  
1307 12th Ave NE, Ste 3  
Jamestown ND 58401  
701-253-6200

Minot  
3416 N Broadway  
Minot ND 58703  
701-857-7500

New Town  
204 Main St  
New Town ND 58763  
701-627-4390

Oakes  
924 S 7th St  
Oakes ND 58474  
701-742-2546

Rolla  
103 E Main Ave  
Rolla ND 58367  
701-477-5631

Valley City  
325 2nd St NW  
Valley City ND 58072  
701-845-8860

Wahpeton  
524 2nd Ave N  
Wahpeton ND 58075  
701-671-1550

Williston  
422 1st Ave W  
Williston ND 58801  
701-774-7900

TTY Relay ND  
Within ND: 711  
Outside ND: 800-366-6888

# WORKFORCE 20/20:

## Application Instructions



WORKFORCE PROGRAMS  
JSND-6065 (R. 05-10)

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



## 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. (Business 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 or be in the process of introducing new technologies, or have

changed 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 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 a preemployment training as long as the company gives successful graduates hiring priority.

## Application Process

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

Workforce Programs  
Job Service North Dakota  
P.O. Box 5507  
Bismarck, ND 58506-5507  
Telephone: 701-328-3358  
Fax: 701-328-4894  
E-mail: jswf2020@nd.gov

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.

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.)