



Dakota-Scott Incumbent Worker Program

July 1, 2008 – December 31, 2008

The Dakota-Scott Workforce Investment Board seeks businesses in Dakota and Scott Counties in need of training for their employees. Through the Incumbent Worker program, businesses can receive funding to cover training costs that will increase employees' skills and advancement opportunities. Ideally, the business will partner with a training provider to arrange customized training for their employees. After successfully completing the training, there is an expectation that the employees participating will receive at least a 2.5% wage increase and still be employed six months later.

Funding is currently available through December 31, 2008. To date, the average amount granted has been \$18,000.00. The majority of grants have been under \$11,000.00. There is no minimum or maximum amount that can be requested, however, total funds available for 2008 are presently limited to: \$40,000.00.

Eligibility Requirements

Businesses must meet the following requirements:

- The business must reside in Dakota or Scott Counties.
- The business must have more than one employee.
- An employer cash match of at least 50% is required. This means that if the total cost of the training will be \$5000.00, request \$2500 from the Dakota Scott WIB and the remaining 50% must be matched by the employer.
- Training provided will have a measurable increase on employees' basic skills or occupational skills. This includes English as a Second Language.
- Training providers may be MNSCU institutions, Adult Basic Education Consortia, Independent, Intermediate or School Districts or private training providers. Training providers may not be internal employees of the business applying for funds.

Applicant Priority

Priority will be given to applicants:

- With 100 or fewer employees.
- In the industries of health care, transportation, finance, advanced manufacturing, manufacturing, advanced information technology and professional/technical.
- Who have not previously obtained incumbent worker training from the Dakota-Scott WIB in the past.

Application Process

Applications are accepted anytime during between **July 1, 2008 and December 31, 2008.**

Please complete the application and either email it to Helene.Woods@co.dakota.mn.us or mail it to:
Helene Woods, Program Developer
Dakota Scott Workforce Services
1 Mendota Road W, Suite 100
West St. Paul, MN 55118.

The applicant will be notified by Dakota Scott Workforce Services staff of confirmation of receipt of the application and the expected date in which it will be evaluated. The Business Services Committee of the Dakota Scott Workforce Investment Board reviews applications generally on a monthly basis. The review process is not open to the public. Committee members may request additional information. Once a decision has been made regarding funding approval, the applicant will be notified by phone call. Because the approval for funding can often take significant time, applicants are encouraged to get their proposals in at least 60 days before the training program is scheduled to begin.

Match Requirements

Businesses are expected to contribute at least 50% of the projects full budget. For example, if the training requires \$10,000.00 to implement, the business must match \$5,000.00 or 50% of that amount. Out of pocket expenses such as rent for off-site training space, wages paid to workers during training, external trainers, training materials, etc. are all viable expenses for the overall budget.

Reporting Requirements

Funded businesses will be expected to assist Dakota Scott Workforce Services staff in obtaining documents from training participants. This will include, but is not limited to: I-9 information, an enrollment form, a release form and an exit form.

In addition, a written one page summary describing the project, its' implementation and outcomes must be submitted. Statements from participants or employer citing any individual, business or community change that has occurred as a result of the training are encouraged.

For more information, please contact Helene Woods at 651 554-5908 or helene.woods@co.dakota.mn.us