



## **Workforce Development Program**

The South Dakota Workforce Development Program is a commitment by the State of South Dakota to extend education and training resources so that South Dakota employers will be provided with a well-trained and skilled workforce. Through matching grants, the Workforce Development Program funds industry-education partnerships through which customized training programs and short-term, job-specific training is delivered. The Workforce Development Program supports up to one-half the total cost of training

### **ELIGIBILITY REQUIREMENTS**

To be an eligible training program, the project must fit into one of two types of training, provide skill training as outlined, and meet the wage requirements.

#### **Types of Training to be Provided**

The Workforce Development Program can provide funding for both new and current employee training. In order to be eligible to apply, companies must meet the details outlined below. In order to be eligible for funding, trainees must work from the company's South Dakota location.

1. **New employee training**
  - The positions for training must be new positions created by a new company or the expansion of an existing company.
  - Openings created by turnover or retirement are not eligible for funding.
  
2. **Current employee retraining**
  - The training project needs to out-of-the-ordinary training and beyond what is needed in the normal course of business. Examples include:
    - Training for a new piece of equipment
    - New certification (can not include continuing education to maintain an existing certification.)
    - Opportunity for trainees to move into a new position that require different or additional skills than used in the current position.
  - **Trainees must receive an increase in their wages as the result of the training.**

## **Wage and Benefit Requirements**

In order to qualify for the Workforce Development Program, companies must meet the wage and benefit requirements for the program.

### Wages

- The wage requirement considers only the base wage and does not include any incentives or benefits.
- Companies must meet the higher wage of the following qualifiers:
  - \$10.50 per hour or
  - the statewide wage at the 10th percentile for the job description as determined by the South Dakota Labor Market Information Center.
- A waiver for the wage requirement may be granted to companies located in counties where the median family income is less than 90% of the South Dakota median family income as determined by the United States Census Bureau.

### Benefits

- It is expected that a company will provide a benefit package which includes health insurance with a portion of the premium paid by the company.

## **Skills Eligible for Funding**

Skills, as defined by the Workforce Development Program, can be broken down into three groups.

1. Hard Skills – Hard skill training deals with the technical and functional aspects of the job.
2. Soft skills – Soft skills can enhance job performance by supplementing the hard skills. Soft skills are interpersonal skills such as communication, teamwork, problem solving, leadership, and conflict resolution.
3. Basic Academic Skills – Academic skills training focuses on reading, writing and mathematics. This training would provide assistance to individuals with remedial academic skills.

The basic goal of the Workforce Development Program is to assist businesses with the cost of training for hard skills. The program will only consider funding for soft skill and academic training if it is conducted in conjunction with hard skill training.

## **PROGRAM POLICIES & MANAGEMENT**

### **Funding Priorities**

Priority for funding will be given to the projects which:

1. Promote the location of a new business or industry
2. Provide an increase in wages for participating employees upon completion of the training program
3. Provide a skill to employees that is transferable among companies and/or industries
4. Serve communities where there is a shortage of skilled labor to meet job demands
5. Provide program development and training for several companies within an industry with a skilled labor shortage

### **Financial Participation**

The Workforce Development Program will fund up to 50% of the total eligible training costs. The program requires that every dollar of Workforce Development funding be equally matched by the company.

The actual percentage that the program will provide will be based on the base wage, the increase to the base wage, benefits, the skills provided by the training, the length of the training and the number of trainees. Grantees should not expect the grant awarded to exceed \$1000 per trainee.

Expenses that are eligible to be included in the budget include the following:

- Wages
- Benefits
- Value of the equipment during the training period (Workforce Development funds cannot be used to purchase equipment.
- Consumable supplies
- Training related travel
- Administrative fee of 5% (available only to non-profit, third-party training providers)

## Grant Reporting

Companies will need to submit two reports in order to receive their Workforce Development Program funds. The initial report is submitted as the training is completed and contains the name, social security number, and wage at the start of the training for each individual who completes the training program. The follow-up report is submitted six months after the initial report and contains the current wage information for those individuals submitted in the initial report.

## Grant Payments

Payments on the grant are made on a per person, reimbursement basis. Upon receipt of the initial report, the majority of the funding for each individual will be paid to the company. The remaining balance will be paid when the follow-up report is received.

## APPLICATION PROCESS

The Department of Tourism and State Development will provide technical assistance to help develop the Workforce Development Program application. Technical assistance is provided to help identify approaches and ideas necessary to develop a successful project.

The attached application (pages a-e) must be completed and **submitted before training is scheduled to begin**. The application must contain the following:

- Business and Project Information (pages a & b)
- Budget Detail (pages c & d)
- Program Narrative (page e & f)

Send the completed application to:

Workforce Development Program  
Governor's Office of Economic Development  
2329 N. Career Ave., Suite 109  
Sioux Falls, SD 57107  
Phone: 605-367-5340  
Fax: 605-367-4519  
e-mail: Ann.Gesick-Johnson@state.sd.us

Upon receipt of the application, it will be reviewed for completeness and clarity. The company will be contacted for any additional information. The application will be reviewed by the grant committee to determine approval of the grant and the amount of funding. Applicants should expect a response approximately 30 days after submitting a completed application.

The application can also be found online at:

<http://www.sdreadytowork.com/fi/workforce/index.asp>