



Talent Development Program

The Talent Development Program (TDP) is business-driven funding assistance for qualifying Minnesota businesses to provide skills training to full-time permanent employees.

TDP offsets the employer costs to train and upgrade the skills of current workers. Eligible businesses must articulate that by receiving funding assistance through the program their business will not only improve the skills of their workforce but also improve their business processes and competitiveness and/or avert a layoff.

TRAINING ACTIVITY GUIDELINES (may be provided to individuals or groups of employees)

Eligible Training Providers: Public or private educational institutions; Trade associations or industry-specific trainers; Community-based organizations; Economic development agencies; Unions; Government agencies

Eligible Types of Training: Industry or business-specific skills; Technical or computer skills; "Soft skills" such as leadership or management training; Training programs accredited by the American National Standards Institute (ANSI); Training for improved process efficiency as identified by industry professionals; Training from a national, regional, or state trade association that offers an independently certified training curriculum and testing; Training provided in conjunction with the purchase of a new piece of equipment; Seminars/workshops/webinars are eligible. However, they must have an assessment or test tied to the training to be eligible for funding.

Training activities NOT eligible for TDP: Required/regulatory training mandated by a public agency or department (EPA, MSHA/OSHA, Hazardous Waste, etc.); Training costs associated with professional fields in which continuous education is necessary to retain professional certification (CPAs, attorneys, insurance providers, etc.); Training that leads to a professional license (doctors, lawyers, RN/LPN, etc.); Employee travel, food, or lodging costs or wages paid to trainees while being trained (would be considered employer match); Purchase of capital equipment or other durable (long lasting/reusable) training materials or equipment.

EMPLOYER/EMPLOYEE ELIGIBILITY

Eligible Employers: Business must be located in Minnesota and in continuous operations for 12 months prior to application and registered with the MN Secretary of State's office as an association, corporation, LLC, partnership, nonprofit, government entity (including school districts), or sole proprietor; Must not be in the process of layoff (if layoff occurs while company has an open TDP grant, workers will be able to complete training); Groups of employers are encouraged to collaborate on training for workers across organizations.

Eligible Employees: Must be at least 18 years of age, employed full time (32 or more hours per week) for at least 6 months with the applicant employer and be committed to attending all trainings; Must earn an hourly wage above the state minimum wage and agree to cooperate with data collection requirements.

Employer Responsibilities: Business must contribute a portion of the training costs through direct cost contribution or in-kind contributions based on employer size. *Examples of in-kind contributions include:* Expenses associated with the use of on-site space and equipment during the training; Trainee wages, including benefits; Required travel/lodging and direct training costs. **Level of contribution required dependent on size of business:**

50 or fewer employees = 10% of cost; 51 to 100 employees = 25% of cost; More than 100 employees = 50% of cost

Contact Renee Prout, Outreach Specialist for JET-Northeast Minnesota Office of Job Training, at 218-735-6176 (desk & messaging) or by email: renee.prout@nemojt.org with inquiries or to request an application.



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GENERAL GUIDELINES

- ◆ Only one application per business will be accepted per program year (July 1-June 30).
- ◆ One application may include multiple sets of employees and multiple training courses.
- ◆ **Businesses administering a current Minnesota Job Skills Partnership (MJSP) award are not eligible for TDP funds.**
- ◆ The maximum award per employer each JET-Northeast Minnesota Office of Job Training program year (July 1-June 30) is \$10,000 (may be adjusted based upon funding availability each program year). Training duration may not exceed twelve months. Funds will be awarded on a first-come first-served basis. Received applications will be reviewed the first week of every month by JET-Northeast Minnesota Office of Job Training TDP team. Those submissions meeting the intent of programming and with sufficient JET-Northeast Minnesota Office of Job Training funds to support will receive a provisional approval. Those not fundable or meeting TDP intent will be informed of denial.

TDP STEPS AT A GLANCE

- ✓ **Employer** submits proposal
- ✓ **JET** reviews proposal(s), (1st week of each month)
- ✓ **JET** informs employer of provisional approval or denial
- ✓ **JET** TDP representative conducts individual TDP employee enrollment(s) with forms + supporting documentation i.e.: DD-214, I-9, wage share and use of data no later than two weeks before start of training
- ✓ **JET** matches employer application and employee enrollment(s) for correctness and informs business okay to conduct training
- ✓ **Employer** & trainer conduct training, JET TDP representative may visit training site to verify
- ✓ **Employer** sends invoice with training issued credential or certificate to JET TDP Representative
- ✓ **JET** pays training or business when credentials and invoice are received
- ✓ **JET** conducts post-TDP follow-up (60 or 90 days) post training about service delivery, wage gains, success stories, new hiring, or for additional business services.

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