



## Workforce Development

402 West First Street  
Duluth, Minnesota 55802



218-302-8400  
218-730-5952 FAX



workforcedevelopment  
@duluthmn.gov

# Talent Development Program

*The Talent Development Program is a business-driven funding assistance resource for qualifying Minnesota entities to provide skills training to full-time, permanent employees.*

**TDP offsets the employer costs to train and upgrade the skills of current workers. Eligible entities must articulate that funding assistance 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

**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 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; Training that leads to a professional license; Employee travel, food, or lodging costs or wages paid to trainees while being trained; Purchase of capital equipment or other durable (long lasting/reusable) training materials or equipment.

## Employer/Employee Eligibility

**Eligible Employers:** Employers must be located in Minnesota and in continuous operation for 18 months prior to application and registered with the MN Secretary of State's office as an association, corporate, LLC, partnership, non-profit, government entity (including school districts), or sole proprietor. Must not be in the process of layoff. If layoff occurs while the 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. Training may be provided to individuals or groups of employees.

**Employer Responsibilities:** Entities 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 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
- 51-100 employees = 25% of cost
- More than 100 employees = 50% of cost

### **TDP General Guidelines**

- Only one application per entity 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
- Maximum award per employer per program year us \$10,000
- Awards are made on a first-come, first-served basis pending funding availability
- Training must be completed within 12 months of project approval
- Applications are accepted on a rolling basis. Applications will be reviewed by DWD staff monthly.
- Submissions meeting the intent of programming and where sufficient funds are available to support the project will receive provisional approval. Those not fundable or meeting the intent of TDP will be informed of denial.

### **TDP Steps at a Glance**

1. Employer submits proposal. Proposals submitted at the start of the program year are more likely to be funded.
2. DWD reviews proposal, asks clarifying questions.
3. DWD informs employer of provisional approval or denial.
4. DWD TDP representative conducts individuals TDP employee enrollment(s) including all required forms and supporting documentation no later than two weeks before the start of training.
5. DWD matches employer application and employee enrollment(s) for correctness and informs employer that training may proceed.
6. Training proceeds. DWD representative may visit training site to verify.
7. Employer sends invoice to DWD with copies of any credentials issued or certificates of completion.
8. DWD issues payment to employer.
9. DWD conducts post-TDP follow-up with each training participant at 60 and 90 days after training completion to track service delivery, wage gains, success stories, new hiring, or for additional business services.

**Contact Deb Holleman, Career Counselor with Duluth Workforce Development at 218-730-5233 or [dholleman@duluthmn.gov](mailto:dholleman@duluthmn.gov) with inquiries or to request an application**