



VIRGINIA JOBS INVESTMENT PROGRAM

Virginia Jobs Investment Program, a division of the Virginia Department of Business Assistance, provides customized recruiting and training services to companies creating new jobs or experiencing technological change. As a business development incentive supporting economic development efforts throughout Virginia since 1965, the program reduces the human resource development costs of new and expanding companies throughout the Commonwealth. With strong support from the Governor and General Assembly, Virginia Jobs Investment Program is completely state-funded, demonstrating Virginia's commitment to enhancing job opportunities for its citizens.

PROGRAM ELIGIBILITY

Eligibility for assistance in any of the programs offered by Virginia Jobs Investment Program is limited to projects that create basic employment for the Commonwealth, and only for-profit companies in the following business sectors will qualify:

- Manufacturing
- Distribution Centers
- Inbound Call Centers
- Corporate HQ's for Companies with Multiple Facilities (HQ support positions only)
- Information Technology Services Exclusively for Businesses
- Research and Development Facilities

Please note the Retraining Program is only open to manufacturing companies and distribution centers only. Small businesses in the information technology sector are also eligible.

The **New Jobs Program** is a vital part of the Commonwealth of Virginia's economic development efforts. The program targets expansions of existing companies or new facility locations. In order to qualify for assistance under the New Jobs Program, a company must be:

- Considering another state or country for the new location or expansion.
- Creating at least 25 net new jobs within 12 months from the date of the first hire.
- Making a new capital investment of at least \$1,000,000 associated with the location or expansion.
- Paying a minimum entry-level wage rate of \$10.00 per hour. In areas that have unemployment of two times or more the state level, this wage minimum may be waived. Only full-time jobs are eligible for funding.

The **Small Business New Jobs Program** supports existing Virginia companies which have 250 employees or less companywide. In order to qualify for assistance under the Small Business New Jobs Program, a company must be:

- Creating at least 5 net new jobs within 12 months from the date of the first hire and at least 5 net new jobs each year of the 36 month cycle to remain in the program.
- Making a new capital investment of at least \$100,000 associated with the start up or expansion.
- Paying a minimum entry-level wage rate of \$10.00 per hour. In areas that have unemployment of two times or more the state level, this wage minimum may be waived. Only full-time jobs are eligible for funding.

The **Retraining Program** provides services and funding to **manufacturing companies and distribution centers** to assist in training their existing work force. *Retraining* is upgrading the skills of existing employees identified as essential to the production or distribution of a product. Companies participating in the program are typically those which are undergoing an integration of new technology into its production processes, changing product lines in keeping with marketplace demands, or substantially changing service delivery processes requiring an assimilation of new skills and technological capabilities. Only for-profit companies that manufacture or distribute a product may apply for the Retraining Program, and companies may utilize the Retraining Program not more than once every three years. In order to qualify for assistance under the Retraining Program, a company must be:

- Retraining at least 10 full-time employees
- Making a new capital investment of at least \$500,000 associated with the retraining project.
- Paying a minimum entry-level wage rate of \$10.00 per hour. In areas that have unemployment of two times or more the state level, this wage minimum may be waived. Only full-time jobs are eligible for funding.

The **Small Business Retraining Program** provides services and funding to small business to business companies with 250 full time employees or less. It provides assistance to **manufacturing, wholesale distribution centers and information technology businesses** where economic conditions have mandated new technology skill sets for existing full time employees brought about by new products, processes or a new customer base. Companies impacted by military and federal government cutbacks are particularly encouraged to participate in this program. Companies participating in the program must be providing new technology training in their business processes, and companies may utilize the Retraining Program not more than once every three years. Qualifying companies must be changing their business focus in keeping with marketplace or customer driven demands, or substantially changing service delivery processes, requiring an assimilation of new skills and technological capabilities making the skill sets of the existing workforce obsolete. In order to qualify for assistance under the Small Business Retraining Program, a company must be:

- Retraining at least 5 full-time employees
- Making a new capital investment of at least \$50,000 associated with the retraining project.
- Paying a minimum entry-level wage rate of \$10.00 per hour. In areas that have unemployment of two times or more the state level, this wage minimum may be waived. Only full-time jobs are eligible for funding.

PROGRAM BENEFITS

Working closely with company personnel, the Virginia Jobs Investment Program offers consulting services and organizational development training at no charge to the company, in addition to direct funding to offset your company's recruitment and training costs.

Consulting Services include:

- *Recruitment and Training Analysis* to identify your needs regarding: recruitment, pre-employment assessment, curriculum, facilities, instructors, training aids, length of training, job requirements, training schedules, existing training and process skills training.
- *Recruitment Assistance* by offering guidance on writing job descriptions, ads, employee handbooks, and recruiting and selection processes; networking your company with other state and local programs that can assist with your recruitment, screening, and interviewing needs; and, if desired, assistance in designing a pre-employment assessment program.
- *Training Assistance* by coordinating your company-specific training needs with Virginia's comprehensive educational and training system, whether you need process skills training, soft skills training, or both.

Organizational Development Training includes the flexible scheduling, coordination and delivery of training on the following topics, and at no cost:

- Train the Trainer
- Recruitment & Selection
- Supervisory Skills
- What Makes You Tick (Myers-Briggs Type Indicator)
- Understanding a Multi-generational Workforce

Funding is based on a customized budget determined by an assessment of your recruiting and training activities and is reimbursable 90 days after the trainee is hired (for New Jobs Programs) or after the retraining activity has occurred (for Retraining Programs).

For more information and application instructions, please contact the Virginia Jobs Investment Program at (804) 371-8120 or via email at wfsmail@vdba.virginia.gov.