



## VIRGINIA JOBS INVESTMENT PROGRAM

The Virginia Jobs Investment Program (VJIP) provides services and funding to companies creating new jobs or experiencing technological change. As a business development incentive supporting economic development since 1965, VJIP reduces the human resource development costs of new and expanding companies. With strong support from the Governor and General Assembly, VJIP 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 VJIP is limited to projects that create basic employment for the Commonwealth, since basic employment brings new income into the state, stimulates additional employment, and is the basis for further economic growth. These businesses or functions must directly or indirectly derive more than 50% of their revenues from out of state sources, as determined by VJIP. Examples of activities that most often are considered basic include:

- Manufacturing
- Regional distribution centers
- Regional shared service centers
- Corporate HQ's for companies with multiple facilities (HQ support positions only)
- Business-to-business information technology operations
- Research and Development Facilities

### Virginia New Jobs Program

The Virginia New Jobs Program is a vital part of Virginia's economic development efforts. This program targets projects involving expansions of existing Virginia companies or new facility locations which involve competition with other states or countries. To qualify for assistance under the Virginia New Jobs Program, a company must be:

- Considering another state or country for the new location or expansion.
- Creating at least 25 net new full-time jobs within 12 months from the date of the first hire.
- Making a new capital investment of at least \$1 million associated with the location or expansion.
- Paying an entry-level wage rate of at least \$9.79 per hour. In areas that have unemployment of one and a half times or more than the state level, this wage minimum may be waived.

### Small Business Program

The Small Business Program supports Virginia companies which have 250 employees or less company-wide. In order to qualify for assistance, a company must be:

- Creating at least five net new full-time jobs within 12 months from the date of the first hire.
- Making a new capital investment of at least \$100,000 associated with the start-up or expansion.
- Paying an entry-level wage rate of at least \$9.79 per hour. In areas that have unemployment of one and a half times or more than the state level, this wage minimum may be waived.

Only full-time jobs are eligible for funding, and no funds shall be awarded for any positions created solely as the result of a merger or acquisition, or similar business combination unless such new full-time positions are relocated from outside Virginia.



## Workforce Retraining Program

The Workforce Retraining Program provides support for Virginia companies which are upgrading the skills of their existing workforce. Participating companies must demonstrate that they are undergoing integration of new technology into their production process, a change of product line in keeping with marketplace demands, or substantial change to their service delivery process that would require assimilation of new skills and technological capabilities by their existing labor force. To be eligible for assistance under the Workforce Retraining Program, a company must be:

- Retraining at least:
  - 10 full-time employees (for businesses with more than 250 employees company-wide)
  - 5 full-time employees (for businesses with 250 employees or less company-wide)
- Making a new capital investment associated with the retraining project, within a 12-month period, of at least
  - \$500,000 (for businesses with more than 250 employees company-wide)
  - \$50,000 (for businesses with 250 employees or less company-wide)
- Paying an entry-level wage rate of at least \$9.79 per hour. In areas that have unemployment of one and a half times or more than the state level, this wage minimum may be waived.

Only full-time jobs are eligible for funding, and companies can access the Workforce Retraining Program only once in a three- year period.

## Program Benefits

Working closely with company personnel, the Virginia Jobs Investment Program offers consulting services and organizational development training at no charge to your 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, 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.

Funding for each net new full-time job created or full-time employee retrained is based on a customized budget determined by an assessment for your recruiting and training activities. Funding 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:

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