

Albemarle County

Virginia Jobs Investment Program Grant Matching Policy

I. Introduction

The Virginia Jobs Investment Program (VJIP) is a performance-based incentive program offered by the Commonwealth through the Virginia Economic Development Partnership (VEDP). This program is subject to its own [policies and procedural guidelines](#) as determined by VEDP.

Under the VJIP program, the state provides services and grant funding to eligible companies that are creating new jobs or experiencing technological change. The purpose of the program is to reduce costs associated with human resource development for new companies, expanding companies, and companies retraining their employees.

Three types of services are offered at no charge to eligible companies:

1. Recruitment assistance:

- Provide guidance on the recruiting and selection process
- Review job descriptions and employment ads
- Connect the company with state and local partner programs
- Assist in pre-employment assessment

2. Training assistance:

- Evaluate specific training needs
- Coordinate with Virginia's workforce partners
- Partner with higher education and training partners for skills training

3. Funding assistance:

Based on the Company's budgeted costs for recruiting and training activities, VEDP may offer a cash grant for:

- each net new full-time job created, or;
- each full-time employee retrained.

Funding is reimbursable 90 days after the trainee is hired (for new jobs programs) or after the retraining activity has occurred (for retraining programs). Cash grants are limited to a performance period of 36 months.

"Full-time employee" means a person employed for indefinite duration in a position requiring a minimum of either (i) 35 hours of the employee's time per week for the entire normal year, which "normal year" shall consist of at least 48 weeks, or (ii) 1,680 hours per year. Seasonal or temporary employees shall not qualify as new full-time employees under the program.

II. VEDP Eligibility

Cash grants under the VJIP program are limited to companies that create "basic employment" for the Commonwealth. These "primary" businesses or functions must directly or indirectly derive 51% or more of their revenue from out-of-state sources, as determined by VEDP. Qualifying industry sectors include:

1. Corporate HQs
2. Distribution Centers
3. Information Technology
4. Manufacturing
5. Research and Development
6. Shared Service Centers

Only full-time jobs paying at least \$9.79 per hour and qualifying for benefits are eligible for funding assistance.

III. Local Match Policy

A local match is not *required* by the VJIP program, but much of VEDP's eligibility criteria overlaps well with the goals and objectives of Albemarle County's Economic Development Strategic Plan, Project ENABLE. Common goals between the state and the County include a focus on "primary businesses" and sectors that are "target industries" such as Information Technology or Research and Development.

Under the proposed policy, the County would automatically match the first \$400 for each job created or retained after a company has been awarded a cash grant under the VJIP program. This \$400 match per job would apply to any VJIP award that contains a minimum of five jobs and would be capped at \$10,000 per year, per company (unless otherwise agreed in writing).

However, in addition, Albemarle County and/or its Economic Development Authority may choose to match up to the full amount awarded by the state. Between 2014-2018, VJIP cash grants to Albemarle County companies have totaled between \$710-\$1,000 per job.

When considering if additional local match is appropriate, County staff shall consider the following factors:

- Consistency with Project ENABLE, including:
 - Major elements of the Mission Statement (shown in bold below)
 - To **attract additional financial resources into the community** through responsible economic development activities that **enhance the County's competitive position** and **result in quality job creation** and **career employment opportunities, increased tax base, enhanced natural resources** and **community character**, and **an improved quality of life** for all citizens.
 - The County's Comprehensive Plan
 - The County's Strategic Plan

If additional local match is appropriate, then staff will consider areas where there are different economic development priorities between a state and a county (i.e. job creation versus capital investment, respectively). In determining the recommended amount of *additional* local match, County staff shall consider the extent to which the Company's growth and/or retraining results in:

- Attracting additional financial resources from outside the Metropolitan Statistical Area (MSA);
- Quality job creation / career employment opportunities as determined by wages and benefits;
- Increased tax base;
- Support for other target industries or emerging business clusters;
- Enhanced contributions to community character and the public good;
- Achievement of a goal outlined under the County's Comprehensive Plan or Strategic Plan.

IV. Terms and Conditions

- A written performance agreement for local matches will be required. The agreement will include any agreed upon performance requirements such as a schedule of jobs to be created or retained. It will also include the terms for repayment of the incentive if the business fails to meet the performance requirements in the agreement.
- Disqualifications: Factors which will preclude applicants from participating in the program include nonpayment of taxes or other County fees, non-compliance with local regulations, and conflicts-of-interest.