



West Virginia Development Office

Program: Governor’s Guaranteed Work Force Program (New and Expanding)

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www.wvcommerce.org/business/successstories/governorsguarantee

Target Audience Small, medium and large West Virginia private-for-profit businesses, including but not limited to: Energy, Technology, Aerospace, Automotive, Business Services, Chemicals/Plastics, Metals, Tourist Destinations, Wood Products, Biometrics, Biotech, Food Products , Printing and Warehouse/Distribution.

Funding State funds
Total available:
Minimum or maximum amount a participant can receive:
Under this program, the West Virginia Development Office can pay up to one hundred percent or two thousand dollars per trainee, whichever is less, of training cost of new employees in companies creating at least ten jobs in a one-year period. Amount of award is based on wages and benefits, number of employees, and number to be trained. This program operates on a reimbursement basis.

Application Process Contract approval period begins July 1 and completes no later than June 30, the following year (Fiscal Year). Applications for customized training may be submitted and are reviewed as they are received.

Applying for funding through the GGWFP is a two-step process.

1. Complete an Authorization to Release Tax Information Form (included in application packet). This form must be signed by an Officer of the Corporation and notarized. Companies must be compliant with the West Virginia Department of Tax and Revenue, Unemployment Compensation and Workers’ Compensation prior to submitting a completed application for approval.
2. Complete the application as accurately and in as much detail as possible. Back-up documentation to support the legitimacy of training for all training requests is required.

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Application Process Continued

Deadlines:

Reimbursement for training beginning prior to an approved award is not allowable. Completed application must be submitted a minimum of two weeks prior to training.

Description

The purpose of the Governor's Guaranteed Work Force Program is to provide technical support and financial funding to eligible, private-for-profit, West Virginia companies and businesses that are directly supporting the transfer of knowledge and skills of existing employees, as well as new hires. The program emphasizes employee training specifically designed to accommodate the needs of individual employers. The program encourages the expansion of existing business and industries within the state, promotes retention of businesses and industries within the state, promotes retention of existing jobs within the state; prevents economic and industrial out-migration, and assists in the relocation of out-of-state businesses and industries in the state.

Eligible Applicants

New and Expanding Projects:

- Create a minimum of 10 net new jobs within a twelve-month period
- No cash match required.

Existing/Incumbent Projects:

- Must be in business in West Virginia at least one year
- 50/50 cash match required
- Training must provide portable credential, wage upgrade, or job upgrade with backfill, and/or some type of new technology

Restrictions

- Companies must be compliant on all West Virginia Taxes, as verified by the West Virginia Tax Department.
- Cannot pay trainee wages.