



BUSINESS RESOURCES REGION IV 2021



**Recruiting and Hiring
Training, Consultation and Workplace Safety
Layoff Aversion and Management
Business Development and Partnership
External Resources (Non-State Government)
Helpful Websites and Contact List**

709 Market Street, Parkersburg WV 26101

(304) 424-7271

Information contained in this document is specific to Region 4

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**Training
Consultation
and Workplace Safety**

WIOA ON-THE-JOB-TRAINING

The OJT program provides employers with the opportunity to train new employees and receive 50 or 75% reimbursement for their salary during the training period. OJT helps employers fill the gap between a potential employee's skills and what is required to fully perform the job. The potential new hire must meet eligibility under WIOA and must pass a drug screen.

What is the process for a business to apply or register?

To participate in the OJT Program, employers must:

- Meet with a WDB representative at the employer's place of business to learn more about the OJT Program and to determine employer eligibility.
- Speak with a WDB representative about OJT opportunities and the type of trainee that the employer seeks. The WDB representative will work with the employer to find the pre-screened candidates that meet the employer's qualifications.
- Hire the OJT trainee according to the employer's hiring process and hiring needs. The employer trains the trainee the employer's way. The WDB will assist the employer in designing a training plan to ensure successful on-the-job training.
- Submit monthly invoices for training reimbursement. The WDB will be there to assist every step of the way.
- Provide permanent employment to the trainee after successful completion of the OJT period.

Minimum requirements of the OJT Program:

- Employer must pay a minimum of \$10.00 per hour
- Employer must provide long term, full-time employment, 32 or more hours per week
- The position will not result in the displacement of any currently employed workers
- Employees must meet eligibility guidelines

Prior to start of employment:

- Individuals who will be trained must be determined WIOA eligible by a Career Specialist in one of the American Job Centers in the region
- A contract must be signed by the employer outlining the training to be given and the wages to be paid, along with the agreed upon reimbursement amount

Contact Information

Workforce Development Board Mid-Ohio Valley

709 Market Street, Parkersburg, WV 26101

(304) 424-7271

<https://wdbmov.com/employers>



WIOA CUSTOMIZED TRAINING

The training is designed to meet the needs of an employer or group of employers. Employers are reimbursed up to 50% percent of the cost of training for eligible employees. Training must relate to the introduction of new technologies, new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the Local Workforce Development Board. Training is limited to time required for a participant to become proficient in the occupation for which the training is being provided. Employer commits to continue to employ the individual on successful completion of the training

Requirements:

WIOA Customized Training funds can be used to fund training for WIOA eligible individuals who need:

- Training to retain a job
- Training to advance in their position within the company or increase their earnings potential
- To obtain employment in which they can earn a self-sufficient living wage

Prior to start of employment:

- Individuals who will be trained must be determined WIOA eligible by a Career Specialist in one of the American Job Centers in the region
- A contract must be signed by the employer outlining the training to be given and the wages to be paid, along with the agreed upon reimbursement amount

What is the process for a business to apply or register?

To participate in the Paid Work Experience Program, employers must:

- Meet with a WDB representative at the employer's place of business to learn more about the Paid Work Experience Program and to determine employer eligibility.
- Speak with a WDB representative about Paid Work Experience Program opportunities.
- Submit an application to the WDB representative. The WDB representative will be there to assist every step of the way.

Contact Information

An employer may contact the nearest WDB and ask to speak with the Business Service Representative for more information on the Customized Training Program.



Workforce Development Board Mid-Ohio Valley

709 Market Street, Parkersburg, WV 26101

(304) 424-7271

<https://wdbmov.com/employers>

WIOA CAREER CONNECTIONS PAID WORK EXPERIENCE

Career Connections Paid Work Experience (PWE) is a career preparation program in which participants are placed at a work site to do real work for real pay and are held to the same standards as all regular employees. The program is designed to expose participants to careers and jobs, develop pre-employment and work maturity skills, build occupational and technical skills, and is structured to promote learning through paid work.

Employers that participate in the Career Connections PWE, can be public or private sector. The program will pay the participant's wages for a fixed period. This provides employers a great chance to screen and train quality applicant; the employer has no obligation to hire the Career Connections participants.

Career Connections participants complete a highly structured pre-employment program before being eligible to be placed at a work site. Participants are highly motivated and eager to learn on the job.

The Career Connections program also offers employers the additional resource of a Case Manager who works closely with the employer to find the best possible participant for their work site and offers support to both the employer and participant for the length of the placement.

Requirements:

WIOA Paid Work Experience funds can be used to fund training for WIOA eligible individuals:

- If you are between the ages of 16-24
- Is ready to find work, go back to school, or gain work experience

Prior to start of employment:

- Individuals who will be trained must be determined WIOA eligible by a Career Specialist in one of the American Job Centers in the region
- A contract must be signed by the employer outlining the training to be given and the wages to be paid, along with the agreed upon reimbursement amount

What is the process for a business to apply or register?

To participate in the Customized Training Program, employers must:

- Meet with a WDB representative at the employer's place of business to learn more about the Customized Training Program and to determine employer eligibility.
- Speak with a WDB representative about Customized Training Program opportunities.
- Submit a customized application to the WDB representative. The WDB representative will be there to assist every step of the way.
- Provide permanent employment to the trainee after successful completion of the Customized Training period.

Contact Information

An employer may contact the nearest WDB and ask to speak with the Business Service Representative for more information on the Customized Training Program.



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709 Market Street, Parkersburg, WV 26101

(304) 424-7271

<https://wdbmov.com/employers>



WIOA INCUMBENT WORKER PROGRAM

Incumbent Worker Training is designed to meet the special requirements of an employer (or group of employers) to retain a skilled workforce or avert the need to lay-off employees by assisting workers in obtaining the skills necessary to retain employment. This training is to be conducted with a commitment by the employer to retain or avert laying off incumbent worker(s) that are trained, to increase the competitiveness of the employee and/or employer.

Who is the incumbent worker?

An individual who is employed, meets Fair Labor Standards Act requirements for an employer-employee relationship, and has an established employment history with the employer for six months or more.

Employers are determined eligible for training assistance based on the following:

- The characteristics of the incumbent workers to be trained, specifically the extent to which they historically represent individuals with barriers to employment as defined in WIOA Section 3(24), and how they would benefit from retention or advancement;
- The quality of the training (e.g., industry-recognized credentials, advancement opportunities);
- The number of participants the employer plans to train or retrain;
- The wage and benefit levels of participants (before and after training);
- The employer must not have laid off workers within 12 months and must have a commitment to retain or avert the layoffs of the incumbent worker(s) being trained;
- The employer must not be delinquent in unemployment insurance or workers' compensation taxes, penalties, and/or interest.
- The WDB will document these factors in approving an incumbent worker training project with an employer.

Employer Share of Training Costs:

Employers participating in incumbent worker training are required to pay the non-WIOA (non-federal) share of the cost of providing training to their incumbent workers. Employers will be reimbursed the WIOA (federal) share:

- 10% of wages for employers with 50< employees.
- 25% of wages for employers with more than 50, but no more than 100 employees.
- 50% of wages for employers with 100 employees or more.

What is the process for a business to apply or register?

- All applications and guidelines can be accessed at <https://wdbmov.com/employers>.
- Employers will complete a short application and include valid proofs of workers compensation, liability insurance, and unemployment insurance.
- The program does not have a deadline to apply and applications can be submitted anytime. In most cases, decisions are made within 1 to 2 days. Training may begin as soon as an application has been approved and a contract executed. The application is good for one calendar year.

Contact Information

Workforce Development Board Mid-Ohio Valley

709 Market Street, Parkersburg, WV 26101

(304) 424-7271

<https://wdbmov.com/employers>



GOVERNOR’S GUARANTEED WORKFORCE PROGRAM

This vital program provides new or expanding companies training funds and technical assistance to support effective employee training strategies. Not limited to new employees, this program targets the business’s entire workforce, training, re-training, and upgrading skills across all levels. Since the program’s launch, more than \$54 million has been awarded to employers and nearly 200,000 employees have received training.

What benefits or services are offered to businesses by this resource?

Leadership Training	Completely Customized Training
Microsoft Office Instruction	Fire Extinguisher Certification
Safety Training	Industry Supervisor Training
Coaching and Mentoring	HR Consulting
Conflict Resolution	Programmable Logic Control
Welding Training	Team Building
Forklift Certification	CPR and First Aid

Amount & Eligibility:

Overall funding levels are based on average starting wages and benefits, location of your facility, number of employees, and number of employees being trained. Awards cannot exceed \$2,000 per trainee.

How to Apply:

If you are a current West Virginia employer or would like to relocate your business to West Virginia, we look forward to helping you enhance your work force. Let us show you how you can be a part of our success.

Contact Information

West Virginia Development Office

1900 Kanawha Boulevard, East, Charleston, West Virginia 25305

(304) 558-2234

<https://westvirginia.gov/incentives-and-programs/workforce-programs/>



WEST VIRGINIA UNIVERSITY – PARKERSBURG, WV

The Workforce and Economic Development division offers local business, industry, and organizations a variety of training opportunities designed to increase employee productivity and efficiency, helping them to maximize profits.

Corporate Training Opportunities	
Leadership Training	Completely Customized Training
Microsoft Office Instruction	Fire Extinguisher Certification
Safety Training	Industry Supervisor Training
Coaching and Mentoring	HR Consulting
Conflict Resolution	Programmable Logic Control
Welding Training	Team Building
Forklift Certification	CPR and First Aid

Short-Term Programs

These programs are designed to prepare you for a specific profession and get you in the workforce right away. Classes include Phlebotomy, Aluminum Welding and many more.

- Basic Manufacturing
- Medical Office Specialist
- Phlebotomy
- Real Estate Pre-Licensure

Online Training With Ed2Go

Online classes through WVU Parkersburg's Workforce & Economic Development are an easy, affordable way for you to get the training you need to take your career to the next level. We partner with national leaders in online education to offer a comprehensive library of practical, career-enhancing classes available at your convenience. Our online classes are non-credit, and in many cases, can lead to a professional certificate in a number of practical areas.

Contact Information

West Virginia University of Parkersburg

(304) 424-8383

Additional Classes can be viewed at:

<https://www.wvup.edu/corporate-training/>



DEPARTMENT OF LABOR STANDARDS – OSHA CONSULTATION PROGRAM

West Virginia Division of Labor is the enforcing agency for the Occupational Safety and Health Act §21-3A of the West Virginia Code. West Virginia adopted the Federal Occupational Safety and Health Administration's standards that were in effect April 15, 1998 to ensure that state agencies abide by Federal OSHA's regulations to provide a place of employment which is free from recognized hazards which could cause death, serious physical harm, or serious illness to employees.

What benefits or services are offered to businesses by this resource?

An OSHA Consultation can be very beneficial to businesses by:

- Helping recognize hazards in their workplace.
- Suggesting control measures and options for solving a safety or health problem.
- Providing technical support and guidance.
- Monitoring worker exposures to air contaminants and other potential health hazards.
- Assisting employers in developing and implementing OSHA required written programs.
- Helping employers establish or strengthen a safety and health program.
- Providing training and education for the employer and employees.
- Helping employers gain membership into the Safety and Health Achievement Recognition Program (SHARP)

The consultation service is separate from federal OSHA inspection and enforcement efforts. The consultation service consists of highly trained safety and health professionals. Consultants issue no citation or penalties for non-compliance. The employer's obligation is to correct all serious safety and health hazards in a timely manner. It is a confidential service in which the firms' name, other information, and any unsafe or unhealthy working conditions found, will not be reported routinely to OSHA.

What businesses are eligible for these benefits and services?

All private employers in West Virginia are eligible. However, priority is given to small employers in high-hazard industries (e.g., construction, healthcare, manufacturing, etc.). Small employers are defined by OSHA as having 250 or fewer employees at a worksite and 500 or fewer employees nationwide.

What is the process for business top request assistance?

1. The first step is for the employer to contact the consultation service by phone or email to request a consultation visit.
2. A consultant will be assigned to the employer and will make contact to schedule a visit.
3. During the visit, a consultant will describe the process further as well as perform a safety and health assessment which may include air monitoring, walking through the plant and interviewing employees. The visit typically takes one full day.
4. Following the visit, the consultant will provide the employer with a written report explaining all findings, listing possible control measures, and confirming abatement periods, as discussed in the opening conference.
5. The employer is required to correct all serious and imminent hazards listed in the report.
6. Once completed, the employer will submit confirmation the hazards have been abated.
7. The consultant may return for a follow-up survey, although this is rarely necessary.

Contact Information

1900 Kanawha Boulevard East, State Capitol Complex - Building 3, Room 200, Charleston, WV
25305

Safety@wv.gov

(304) 558-7890
Fax: (304) 558-2415

Consumer Safety (CS)

Amusement Rides & Amusement Attractions
Elevators
Steam Boilers
Ziplines & Canopy Tours

Occupational Safety (OS)

OSHA Consultation
WV State OSHA



US DEPARTMENT OF LABOR OFFICE OF APPRENTICESHIP

The office of apprenticeship, is the agency responsible for promoting, developing, and servicing registered apprenticeship programs in West Virginia. Having skilled workers is critical to the success of any business. As society progresses in the 21st century, this need will become even more critical. By participating in registered apprenticeship, employers can build a dynamic, self-empowered workforce that will lead their business into the future.

What benefits or services are offered to businesses by this resource?

Apprentices work and train from day one, which helps sponsoring employers address two problems at once: the shortage of skilled workers and the need for a highly skilled workforce.

- An apprentice is in the workforce from day one; training is coupled with work and productivity.
- Apprenticeships allow employers to tailor their employee training to fit their specific needs: in their facility, on their equipment, in their environment, and meeting their standards and goals.
- An apprenticeship provides employers an internal career ladder and is a mechanism to promote current unskilled workers.

Apprenticeship Program Benefits:

Skilled Workforce: Recruit and develop a highly skilled workforce that helps you grow your own business

Positive Impact to your Bottom Line: Improve productivity, profitability, and your bottom line

Reduce Turnover: Minimize cost with reduced turnover and liability

Customizable Training: Create flexible training options that ensure workers develop the right skills

Retain Workers: 94% of apprentices continue employment after completing an apprenticeship

Diversity: Foster a diverse and inclusive culture

Why employers are using this resource:

1. Earn a return on investment
2. Become more competitive
3. Increase productivity
4. Increase safety
5. Replenish skilled workforce
6. Benefit from skilled workers
7. Gain a more knowledgeable workforce
8. Retain skilled employees
9. Instill company values and procedures
10. Attract better applicants

What businesses are eligible for these benefits and services?

Any business in West Virginia that is in good standing on their state taxes and open to finding an apprentice can participate in the apprenticeship program.

What is the process for a business to apply or register?

An employer may start the application process by calling the Workforce Development Board Mid-Ohio Valley (WDB) office to schedule a meeting with program specialists. WDB staff will schedule a meeting. At the meeting, program specialists will verify the place of business and explain the requirements of the apprenticeship model. Sponsor applicants may view a sample

copy of the sponsor application, standards and all statutes, regulations, and policies on the WDB website.

Only original copies of the standards as supplied by staff will be accepted. Program specialists will help the applicant fill out the necessary forms and explain how they apprenticeship model works. A meeting will be scheduled at the applicants place of business or the nearest West Virginia Career Center. These meetings can occur at any point in the process prior to approval. We will inform the Sponsor that information at the West Virginia Career Center meeting, staff will familiarize the applicant with the services available. The applicant will not be required to register with the Career Center. The sponsor need only become knowledgeable with West Virginia Career Center services, locations, and contact person.

The sponsor will be required to have:

- Program standards as supplied by the Division of the Sponsor. Standards describe the guidelines of the program and may be modified with the approval of the Director.
- A written apprentice intake policy is required for all apprenticeship programs. As an example, this policy might include:
 - Placing job requests with a West Virginia Career Center
 - Intake through a Vocational School (Articulation Agreement).
 - Print or electronic media, such as newspaper or internet ads.
 - Walk-ins or personal contacts.
- A written related training program specifying the curriculum and with whom the 120 to 150 hours of training will be conducted for the term of the apprenticeship. Training may be conducted in-house or be contracted to a training provider approved by DAS.
- On-the-job work processes for the term of the apprenticeship. The field staff can provide the applicant with most work processes in the construction occupation.

The fees associated with the Division are as follows:

- Annual sponsor fee of \$300 for companies that do bid work (prevailing rate). Note there is no annual sponsor fee for any other companies.
- Annual Apprentice ID fee of \$35.
- Sponsor verification fee of \$50.

The approval process can take between four to six weeks depending on the complexity of the program and scheduling. All new programs will have a one-year probationary period. The MOV WDB can act as the program sponsor.

Apprenticeship Tax credits

Employers may claim a tax credit for hiring apprentices in the construction trades. The credit may **not** exceed \$1000 or 50% of the actual wages paid in the tax year for the apprenticeship.

Apply online: <http://www.legis.state.wv.us/wvcode/Code.cfm?chap=11&art=13w>

Contact Information
Office of Apprenticeship U.S. Department of Labor

www.dol.gov/apprenticeship
(877) US-2JOBS or (877) 872-5627
Speech and Hearing Impaired:
(877) TTY-5627 or (877) 889-5627



Apprenticeship**USA**

JOBS & HOPE WEST VIRGINIA—WORKFORCE WEST VIRGINIA

Established by Governor Justice and the WV Legislature, Jobs & Hope WV aims to address the Substance Use Disorder Crisis through a statewide collaboration of agencies to provide linked services to participants. It is the state’s comprehensive response to the substance use disorder crisis. This program offers support through a statewide collaboration of agencies that provide West Virginians in recovery the opportunity to obtain career training and to ultimately secure meaningful employment.

What benefits or services are offered to businesses by this resource?

Access to job candidates: Jobs & Hope target groups include individuals in recovery and those who have significant barriers to employment such as re-entry or ex-offender. All candidates for job placement have been determined education/career ready and have provided negative drug screens throughout their program participation.

Related tax credit and other benefits include:

- Federal Bonding
- Work Opportunity Tax Credit
- Paid Work Experience: 100% of wages reimbursed for 6 months

Contact Information

Transition Agent Ripley, WV

206 Stone Drive, Ripley WV 25271

JobsAndHope@wv.gov

Office: (304) 373-0336

Mobil: (304) 730-0160

Transition Agent Parkersburg, WV

300 Lakeview Drive, Parkersburg, WV 26101

(304) 420-4625

JobsAndHope@wv.gov

833-784-1385

304-583-4008



Department of Health & Human Services

Snap Employment & Training (DHHR Snap E&T)

SNAP offers nutrition assistance to millions of eligible, low-income individuals and families while providing economic benefits to communities and can provide support to recipients to enter and stay in employment. Individuals over the age of 18 in receipt of SNAP currently or in the previous six months are eligible for priority in the WIOA Adult program, this includes individuals who are a member of a family that is receiving or has received SNAP in the previous six months.

What benefits or services are offered to businesses by this resource?

Within the SNAP program, the SNAP Employment & Training (E&T) program assists SNAP participants in gaining skills, training, work, or experience that will increase their ability to obtain regular employment. The SNAP E&T program activities include basic skills services including basic education and/or foundational skills instruction nor work-readiness training, occupational skills training, on-the-job training, work experience, job search assistance/training. Under the Agriculture Improvement Act of 2018, state agencies that administer SNAP are required to consult with state WDBs when designing their SNAP E&T programs in order to meet state or local workforce needs. They are required to provide all SNAP E&T participants with case management services.

More information and technical assistance resources regarding SNAP E&T can be found here:

- SNAP E&T Policy and Guidance website—<https://www.fns.usda.gov/snap/et-policy-and-guidance>
- SNAP to Skills Website—<https://snaptoskills.fns.usda.gov/>

Recruiting and Hiring

WORKFORCE WEST VIRGINIA CAREER ONE STOP—AMERICAN JOB CENTERS

WorkForce West Virginia is a state government agency funded through the U.S. Department of Labor that oversees the state unemployment insurance program as well as a network of workforce development services designed to provide West Virginia's citizens and employers the opportunity to compete in today's competitive global economy.

WorkForce West Virginia is a one-stop center for workforce resources, including job opportunities, unemployment compensation, training, tax incentives and labor market information. All our services are available at 13 comprehensive career centers throughout the state. In addition, WorkForce West Virginia has the largest online database of job seekers and job openings in the state.

By making available the appropriate educational and training opportunities, West Virginia can provide its citizens with the work skills needed by businesses currently in the state or planning a West Virginia location.

What benefits or services are offered to businesses by this resource?

WorkForce West Virginia can provide the following services to businesses:

Posting job openings: Employment openings can be posted by center staff on the MACC website, making them accessible to thousands of job seekers at no cost.

Job fairs: Job fairs, organized by center staff, provide an opportunity for employers to meet many qualified job seekers. Employers can screen and recruit job seekers in an effective and efficient manner, including interviewing and making offers to candidates at job fairs. There are also opportunities for employers to participate in industry-specific job fairs.

Use of WorkForce West Virginia Career Center facilities: Many centers make their conference rooms, resource rooms, and/or other areas available for employers to use for recruiting, interviewing, hiring, and training at no cost.

Labor market information: Centers have current labor market information and can provide employers with data on prevailing industry wages, employment data by community, and other state/national trends regarding employment and the labor market.

Initial pre-screening: of applicants prior to referral. Based on the qualifications desired by employers when job orders are filed, staff can pre-screen applicants for job openings prior to their referral to the employer.

Job matching: Staff can match qualified candidates with employers' openings. As job seekers with career center specialist, the specialist can send employers the resumes or applications of candidates who have the skills, education, and experience that the employer requires.

Targeted recruitments: Staff can organize a specialized recruitment event exclusively for an employer at the career one stop. Staff will contact candidates who have qualifications, skills, and experience needed to fill and employer's vacancies, all of which are focused solely on the employer's requirements. The centers offer private facilities with a professional atmosphere to use to interview candidates in addition to staff assistance, and marketing of the company and its available openings to a large pool of candidates.

Outplacement services: Staff can provide programs and services to help dislocated workers find jobs after a layoff or reduction in force has occurred.

Youth services: Staff coordinate opportunities for employers to engage youth and teach them the skills needed to succeed and reach their full potential. Opportunities may include youth work

experience, summer employment opportunities, pre-apprenticeship programs, internships and job shadowing, on-the-job training, and occupational skill training.

WIOA services: Local areas can use funds for demonstrated effective strategies that meet employers' workforce needs, including incumbent worker training, registered apprenticeship, transitional jobs, on-the-job training, youth work experience, and customized training.

Information resources: Staff can provide information and guidance on funding for training/employee skills development, working with individuals with disabilities, Unemployment Insurance, Work Opportunity Tax Credits, and other topics.

What businesses are eligible for these benefits and services?

All businesses can assess services at a Workforce West Virginia Center.

Contact information:

West Virginia is divided into seven regions that administer programs funded by Workforce Innovation and Opportunity Act of 2014 (WIOA) out of 18 local offices across the state. To find a local office near you, see our website: [://workforcewv.org/about-us/contact-us.html](http://workforcewv.org/about-us/contact-us.html)

Contact Information

Workforce West Virginia

(304) 420-4531

TDD: (304) 558-1549

Claimants call UC Benefits & Technical Support – (304) 558-3309

Employers call UC Contribution (304) 558-2674

For Information, questions, or help with finding jobs or workers, employer services planning, evaluation and support

(304) 558-7800

Esproceduresunit@wv.gov



WEST VIRGINIA PUBLIC HIGHER EDUCATION -- STATE COLLEGES

The education system has a growing record of achievement in meeting the workforce training needs of West Virginia employers. The state's colleges are committed to offering timely, comprehensive assistance to businesses that want to provide training and educational opportunities for their new or incumbent workers.

The higher education system is comprised of 74 colleges and universities, community and technical colleges, and trade schools.

What benefits or services are offered to businesses by this resource?

- A large pool of talented graduates that possess the skills and education levels that companies look to hire to compete in today's global economy. On campus, local employers will find opportunities to participate in career and internship fairs as well as hold information sessions.
- Other specialized services for employers are offered by state colleges, such as employer networking events or the opportunity to rent campus space for events.
- Higher education system has helped numerous companies with customized training for their growing and expanding businesses. There are many options for training dollar assistance. Contact your local higher education system to find out what programs best meet your needs.

School	Address	Phone Number	Website
Alderson-Broaddus College (The Alan B. Mollohan Training Center for Workforce Education)	2nd Floor Whitescarver Hall Phillippi, WV 26416	304-457-6250	www.mtc.ab.edu
American National University, formerly National College (Parkersburg, WV)	110 Park Center Drive Parkersburg, WV 26101	304-699-3005	www.an.edu
American National University, formerly National College (Princeton, WV)	421 Hilltop Drive Princeton, WV 24739	304-431-1600	www.national-college.edu
American Public University System	111 W Congress Street Charles Town, WV 25414	304-724-0918	www.apus.edu
Bethany College	PO Box 417 Bethany, WV 26032	304-829-7831	www.bethanywv.edu
Bluefield State College	219 Rock Street Bluefield, WV 24701	304-327-4426	www.bluefieldstate.edu
B. M. Spurr School of Practical Nursing	800 Wheeling Avenue Glen Dale, WV 26038	304-834-3255	
Bridge Valley Community and Technical College	2001 Union Carbide Drive South Charleston, WV 25303	304-205-6600	www.bridgevalley.edu

Concord University – Athens	Campus Box D127 Athens, WV 24712	304-384-6031	www.concord.edu
Concord University – Beckley		304-255-0793	www.concord.edu
Davis College WVU	1194 Evansdale Drive Morgantown, WV 26506	304-293-2257	https://davis.wvu.edu
Davis and Elkins College	100 Campus Drive Elkins, WV 26241	800-624-3157	www.davisandelkins.edu
Eastern WV Community & Technical College	316 Eastern Drive Moorefield, WV 26836	304-434-8000	www.eaternwv.edu
Everest Institute	5514 Big Tyler Road Cross Lanes, WV 25313	304-776-6290	www.everest.edu
Fairmont State University	1201 Locust Avenue Fairmont, WV 26554	304-367-4579	www.fairmontstate.edu
Fred W. Eberle Technical Center	208 Morton Avenue Buckhannon, WV 26201	304-472-1259	www.fetc.edu
Glenville State College	200 High Street Glenville, WV 26351	304-462-6171	www.glenville.edu
Glenville State Community and Technical College	6101 Webster Road Summersville, WV 26651	304-872-1237	www.glenville.edu
Huntington Junior College	900 5th Avenue Huntington, WV 25701	304-697-7550	www.huntingtonjuniorcollege.edu
International Academy of Design and Technology	2000 Green River Drive Fairmont, WV 26554	304-534-5677	www.iadtwv.com
ITT Technical Institute (Huntington)	5183 US Route 60 Huntington, WV 25705	304-733-8700	www.itt-tech.edu
Kanawha Valley Community & Technical College	2001 Union Carbide Drive South Charleston, WV 25303	304-205-6646	www.kvct.edu
Mountain State College	1508 Spring Street Parkersburg, WV 26101	304-485-5487	www.msc.edu
Marshall University	1 John Marshall Drive Huntington, WV 25755	304-696-6410	www.marshall.edu
Mountwest Community and Technical College	1 Mountwest Way Huntington, WV 25701	304-710-3060	www.mctc.edu
Mountain State University	410 Neville Street Beckley, WV 25801	304-253-7351	www.mountainstate.edu
Northern West Virginia Brownfields Assistance Center	PO Box 6064 Morgantown, WV 26506	304-293-2867	www.wvbrownfields.org
New River Community and Technical College	280 University Drive Beaver, WV 25813	304-929-3300	www.newriver.edu

Northern Wings LLC	100 Harris Drive Poca, WV 25159	304-925-1003	www.skylanewv.com
Ohio Valley University	1 Campus View Drive Vienna, WV 26105	304-865-6161	www.adultlearning.ovu.edu
Pierpont Community & Technical College formerly Fairmont State	1201 Locust Avenue Fairmont, WV 26554	304-367-4907	www.pierpont.edu
Regional Education Service Agency VII	1201 N 15th Street Clarksburg, WV 26301	304-624-6554	www.resea7.k12.wv.us
Salem International University	223 W Main Street Salem, WV 26426	302-326-1247	www.salemu.edu
Shepherd University	PO Box 5000 Shepherdstown, WV 25443	304-876-5463	www.shepherd.edu
Southern West Virginia Community and Technical College (Madison)	PO Box 398 Madison, WV 25130	304-792-7041	Southern.wvnet.edu
St. Mary's Center for Education	2900 1st Avenue Huntington, WV 25702	304-526-1415	www.st.marys.org/school-of-nursing.html
Southern West Virginia Community and Technical College (Mt Gay)	PO Box 2900 Mount Gay, WV 25637	304-896-7404	www.southernwv.edu
Southern West Virginia Community and Technical College (Pineville)	PO Box 638 Pineville, WV 24874	304-792-7041	
The Charleston Community and Family Development Corp.	PO Box 20402 Charleston, WV 25362	304-776-7899	
University of Charleston	2300 Maccorkle Avenue SE Charleston, WV 25304	304-357-4946	www.ucwv.edu
University of Charleston – Beckley	2300 Maccorkle Avenue SE Charleston, WV 25304	304-352-0047	
Valley College (Beckley)	120 New River Town Ctr Ste C, Beckley, WV 25801	304-252-9547	www.valley.edu
Valley College (Princeton)	616 Harrison Street Princeton, WV 24740	304-425-3223	www.valley.edu
West Liberty University	PO Box 295 West Liberty, WV 26074	304-336-8137	www.wlsc.edu
West Virginia Business College (Nutter Fort)	116 Pennsylvania Avenue Nutter Fort, WV 26301	304-624-7695	www.wvbc.edu
West Virginia Business College (Wheeling)	1052 Main Street Wheeling, WV 26003	304-232-0361	www.wvbc.edu

West Virginia Junior College (Bridgeport)	176 Thompson Drive Bridgeport, WV 26330	304-842-4007	www.wvjc.edu
West Virginia Junior College (Charleston)	1000 Virginia Street E Charleston, WV 25301	304-345-2820	www.wvjc.edu
West Virginia Junior College (Morgantown)	148 Willey Street Morgantown, WV 26505	304-296-8282	www.wvjc.edu
West Virginia Northern Community College (Wheeling)	1704 Market, Street Wheeling, WV 26003	304-214-8968	www.wvncc.edu
West Virginia University	PO Box 6203 Morgantown WV 26506	304-293-0111	www.business.wvu.edu/majors
West Virginia University - BSN – Beckley	PO Box 6004 Morgantown WV 26506	304-293-1988	www.wvu.edu
West Virginia University - Business & Economics	1601 University Avenue Morgantown, WV 26506	304-293-6579	
West Virginia University - College of Education and Human Services	355 Oakland Street Morgantown, WV 26506	304-293-3902	
West Virginia University - ECAS (Arts and Sciences)	62 Morrill Way Morgantown, WV 26506	304-293-7477	www.eberly.wvu.edu/students/academic-affairs
West Virginia University - School of Social Work	PO Box 6830 Morgantown, WV 26506	304-293-6373	
West Virginia University - Statler College (Engineering)	PO Box 6101 Morgantown, WV 26506	304-293-0398	www.imse.statler.wvu.edu/
West Virginia University Division of Dental Hygiene	PO Box 9425 Morgantown WV 26505	304-293-3417	www.hsc.wvu.ed.sod
West Virginia University Institute of Technology (Beckley)	PO Box 6005 Morgantown WV 26506	304-929-1685	Wvutech.edu
West Virginia University School of Nursing	6700 Health Sciences Center-South Morgantown, WV 26506	304-293-1598	www.Nurstin.hsc.wvu.edu
West Virginia University-Tech (Montgomery)	405 Fayette Pike Montgomery, WV 25136	304-442-3071	www.wvutech.edu/
West Virginia State University	PO Box 368 Institute, WV 25112	304-766-5136	www.wvstateu.edu
West Virginia University at Parkersburg	300 Campus Drive Parkersburg, WV 26104	304-424-8387	www.wvup.edu
West Virginia University Hospitals	PO Box 8062 Morgantown, WV 26506	304-598-4251	www.wvuhradtech.com

WVU - Potomac State College	101 Fort Avenue Keyser, WV 26726	304-788-7536	www.potomacstatecollege.edu
Wheeling Jesuit University	316 Washington Avenue Wheeling, WV 26003	304-243-2359	wju.edu
WVU Reed College of Media	PO Box 6529 Morgantown, WV 26506	304-293-5903	www.imc.wvu.edu

TAX BENEFITS FOR HIRING AND ACCOMMODATING INDIVIDUALS OF TARGET GROUPS

The Internal Revenue Service (IRS) has a range of tax credits and deductions for which businesses may qualify. More detailed information may be found at the IRS website: [irs.gov](https://www.irs.gov). Businesses that hire and accommodate individuals from specific target groups (unemployed Veterans, individuals with disabilities, ex-felons, individuals that receive TANF and SNAP, and others) may qualify for some of the following federal tax credits and deductions:

1. *Work Opportunity Tax Credit*
2. *Disabled Access Credit*
3. *The Architectural Barrier Removal Tax Deduction*
4. *Fidelity Bonding*

Note: Businesses may use the Disabled Access Tax Credit with the Architectural Barrier Removal Tax Deduction in the same tax year, if the expenses meet the requirements of both sections. To use both, the deduction must be equal to the difference between the total expenditures and the amount of the credit claimed.

1. Work Opportunity Tax Credit

WOTC is a federal income tax credit incentive provided to private sector employers. An employer may be eligible for WOTC when they hire and retain Veterans and individuals from other target groups with significant barriers to employment. The WOTC tax credit is a one-time tax credit for each new hire, and there is no limit to the number of new hires who can qualify and employer for a tax credit. The requirements for this program are set by the IRS and the United States Department of Labor Employment and Training Administration. Employers claim about **\$1 billion** in tax credits each year under the WOTC program.

The tax credit an employer can claim depends on the target group of the individual hired, the wages paid to that individual in the first year of employment, and the number of hours that individuals worked. The maximum tax credit for each target group ranges from **\$1200** to **\$9600**, depending on the employee hired.

- If the individual works at least 120 hours, the employer may claim a tax credit equal to 25% of the individuals first year wages, up to the maximum tax credit.
- If the individual works at least 400 hours, the employer may claim a tax credit equal to 40% of the individuals first year wages, up to the maximum tax credit.

Only for the Long-term Temporary Assistance for Needy Families (TANF) target group, the credit is available to employers who hire members of this group for a two-year period. In the first year, employers may claim a tax credit equal to:

- 25% of the first-year wages, up to the maximum tax credit, if the individual works at least 120 hours.
- 40% of the first-year wages, up to the maximum tax credit, if the individual works at least 400 hours.

In the second year, employers may claim a tax credit equal to:

- 25% of the second-year wages, up to the maximum tax credit, if the individual works at least 120 hours.
- 50% of the second-year wages, up to the maximum tax credit, if the individual works at least 400 hours

What businesses are eligible for these benefits and services?

Businesses that hire individuals from certain target groups are eligible for WOTC tax credits.

Target groups include:

- Veterans,
- TANF (Temporary Assistance for Needy Families) recipients,
- SNAP (Food Stamp) recipients,
- Designated community residents (living in Empowerment Zones/Rural Renewal counties),
- Vocational rehabilitation referrals,
- Ex-felons,
- Supplemental Security Income (SSI) recipients,
- Summer youth employees (living in Empowerment Zones), or
- Qualified long-term / Unemployment Insurance recipients (effective 1/1/16)

Target group eligibility definitions:

A **Veteran** who is:

- A member of a family that received SNAP benefits (Food Stamps) for at least a three-month period during the 15-month period ending on the hiring date; or
- Entitled to compensation for a service-connected disability, who has been:
 - Hired within one year of discharge or release from active duty, or
 - Unemployed at least six months in the year ending on the hiring date; or

Unemployed for:

- At least four weeks in the year ending on the hiring date; or
- At least six months in the year ending on the hiring date.

Please note that to be considered a Veteran eligible for WOTC, an individual must have served on active duty (not including training) in the United States Armed Forces for more than 180 days or have been discharged or released from active duty for a service-connected disability; and not have a period of active duty (not including training) of more than 90 days that ended during the 60-day period ending on the hiring date.

Long-term Temporary Assistance for Needy Families (TANF) recipient:

A member of a family that meets one of the following circumstances:

- Received TANF benefits for at least 18 consecutive months ending on the hiring date.
- Received TANF benefits for at least 18 consecutive or non-consecutive months after August 5, 1997 and has a hiring date which is not more than two years after the end of the earliest 18-month period and has a hiring date which is not more than two years after the end of the earliest 18-month period after August 5, 1997.
- Stopped being eligible for TANF payments during the past two years because a federal or state law limited the maximum time those payments could be made.

Short-term TANF recipient: A member of a family that received TANF benefits for any nine-month period during the 18-month period ending on the hiring date.

SNAP (Food Stamp) recipient: An 18-39 year of member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits for the six months ending on the hiring date or received SNAP benefits for at least three of the five months ending on the hiring date.

Designated-community resident: An 18-39-year-old who lives within one of the federally designated Rural Renewal (WV: Calhoun, Gilmer, Logan, McDowell, Mercer, Mingo, Summers,

Tucker, Webster, Wetzel, and Wyoming) or Empowerment Zones (Huntington WV, Ironton OH, Cleveland OH, Cincinnati OH, Columbus OH)

Vocational Rehabilitation referral: An individual with a disability who completed or is completing rehabilitative services from a state-certified agency, and Employment network under the Ticket to Work program, or the United States Department of Veterans Affairs.

Ex-felon: An individual who has been convicted of a felony and has a hiring date which is not more than one year after the conviction or release from prison.

Supplemental Security Income (SSI) recipient: An individual who is a recipient of SSI benefits for any month that ends during the 60-day period ending on the hire date.

Summer youth employee: A youth who is 16 or 17 years old, works for the employer between May 1 and September 15, and resides in an Empowerment Zone (EZ).

Qualified long-term Unemployment Insurance recipient: An individual hired after December 31, 2015 who is in a period of unemployment that:


- Is not less than 27 consecutive weeks, and
- Includes a period (which may be less than 27 consecutive weeks) in which the individual received Unemployment Insurance compensation under state or federal law.

WOTC is not retroactive for current employees and the individual must be a “new” employee—not a rehire.

How to Apply for the Credit:

We try and make the process simple and efficient. To apply for the WOTC, employers must complete two forms:

- Internal Revenue Service (IRS) 8850: Prescreening Notice and Certification Request
- Employment and Training Administration (ETA) 9061: Individual Characteristics Form

	<p>Employers must provide documentation. We will accept applications via US Postal Service (with original signatures), emailed to wotc@wv.gov, or you can enter the application into our online database (please contact WOTC state office for access). You can use the method most convenient for you. Employers must meet the filing deadline-applications must be submitted within 28 days of the employee's start work date. The original application must be retained for four years (after one year on-site, the application can be moved to a storage site).</p>
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How to Access Required Forms:

Both the IRS 8850 and the Department of Labor ETA 9061 can be downloaded from the WOTC homepage: www.doleta.gov/business/incentives/opptax/

Employers may call the WOTC state office to request forms. (304) 558-5050

Region II Coordinator – Philadelphia
U.S. Department of Labor Employment & Training Administration
170 S Independence Mall West
Suite 825 East, Philadelphia, PA 19106-3315
Phone: (617) 788-0110 | Fax: (617) 788-0125

W.O.T.C
WORK OPPORTUNITY TAX CREDIT

2. Disabled Access Credit

The Disabled Access Credit provides a non-refundable credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. These expenditures are amounts paid or incurred by the eligible small business to comply with applicable requirements under the Americans with Disabilities Act of 1990 (Public Law 101-336) as in effect on November 5, 1990. A disability of an individual is defined as a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.

What benefits or services are offered to businesses by this resource?

Businesses can receive a non-refundable credit up to **\$5500** annually. This credit is part of the general business credit. A business may take the credit each and every year they incur access expenditures. Eligible access expenditures include amounts paid or incurred:

- To remove barriers that prevent a business from being accessible to or usable by individuals with disabilities;
- To provide qualified interpreters or other methods of making audio materials available to hearing-impaired individuals;
- To provide qualified readers, taped texts, or other methods of making visual materials available to individuals with visual impairments: or
- To acquire or modify equipment or devices for individuals with disabilities.

The expenditures must be reasonable and necessary to accomplish the above purposes. Eligible expenditures do not include expenditures under number one listed above that are paid or incurred in connection with any facility first placed in service and after November 5, 1990. Eligible access expenditures must meet those standards issued by the

Secretary of the Treasury as agreed to by the Architectural and Transportation Barriers Compliance Board and set forth in regulations.

What businesses are eligible for these benefits and services?

Small businesses can benefit from the disabled access credit. An eligible small business is one that earned \$1 million or less or had no more than 30 full time employees in the previous year. An employee is considered full time if they are employed at least 30 hours per week for 20 or more calendar weeks in the tax year.

What is the process for a business to apply or register?

Eligible small businesses should complete and file **Form 8826** to claim the disabled access credit for the tax year. Businesses should refer to **Publication 535** and **Form 8826**, Disabled Access Credit (PDF), for more information. <https://www.irs.gov/pub/irs-pdf/f8826.pdf>

The deduction may NOT be used for expenses incurred for new construction, a complete renovation of a facility, public transportation vehicle, or for the normal replacement of depreciable property.



3. The Architectural Barrier Removal Tax Deduction

The Architectural Barrier Removal Tax Deduction encourages businesses of any size to remove architectural and transportation barriers to the mobility of persons with disabilities and the elderly.

What benefits or services are offered to businesses by this resource?

Businesses may claim a deduction of up to \$15,000 a year for qualified expenses for items that normally must be capitalized. Also, businesses can add any costs over this limit to the basis of the property and depreciate these excess costs. The deduction can be used for a variety of costs to make a facility or public transportation vehicle, owned or leased for use in the business, more accessible to and usable by persons with disabilities. The barrier removal must meet the guidelines and requirements issued by the Architectural and Transportation Barriers Compliance Board under the Americans with Disabilities Act (ADA) of 1990.

Examples include:

- Providing accessible parking spaces, ramps, and curb cuts;
- Providing phones, water fountains, and restrooms that are accessible to persons in wheelchairs;
- Posting signage and symbols of accessibility; or
- Widening walkways to at least 48 inches wide.

What businesses are eligible for these benefits and services?

Businesses that employ and/or serve individuals with disabilities or the elderly can take advantage of the Architectural Barrier Removal Tax Deduction.

What is the process for a business to apply or register?

A business should claim the deduction by listing it as a separate expense on their income tax return for the tax year that the expenses were paid or incurred. The business must maintain adequate records to support their deduction. A business must file their return by its due date, including extensions. However, if a business timely filed their return for the year without claiming the deduction, they can still do so by filing their return for the year without claiming the deduction, they can still do so by filing an amended return within six (6) months of the due date of the return (excluding extensions). A business should clearly indicate the deduction on their amended return and write "Filed pursuant to section 301.91002." Then they should file the amended return at the same address they filed the original return. Claiming the deduction is irrevocable after the due date, including extensions, of the return.



4. Fidelity Bonding

The U.S. Department of Labor established the Federal Bonding Program (FPB) in 1966 to provide Fidelity Bonds that guarantee honesty for “at-risk,” hard-to-place job seekers.

What benefits or services are offered to businesses by this resource?

The bonds cover the first six months of employment. There is no cost to the job applicant or the employer. The fidelity bonds issued by the FBP guarantee the job honesty of job seekers to employers who want to hire them. Employers receive the bonds free-of-charge as an incentive to hire these applicants. The FBP was designed to reimburse the employer for any loss due to employee theft of money or property up to **\$5,000** during the first six months of a selected individual’s term of employment.

Fidelity Bonds cover: Any type of stealing by theft, forgery, larceny, or embezzlement.

Fidelity Bonds do not cover: It does not cover liability due to poor workmanship, job injuries or work accidents. It is not a bail bond or court bond for the legal system. It is not a contract bond, performance bond or license bond sometimes needed to be self-employed.

What is the process for a business to apply or register?

- NO application for job seekers to complete
- NO forms for employers to submit or sign
- NO deductible if employee dishonestly occurs
- NO age requirements for the bonded individuals other than legal working age in WV

Fidelity bonds can be applied to:

- ANY job
- ANY employee dishonesty committed on or away from the work site
- ANY full or part-time employee paid wages with Federal taxes automatically deducted, including individuals hired by temp agencies.
- Self-employed people cannot be covered by Fidelity Bonds.

Contact Information

WorkForce West Virginia Office

www.workforcewv.org

(800) 252-5627



ACCESSING CANDIDATES FROM TARGET GROUPS WITH RELATED TAX BENEFITS

The following organizations provide access to motivated candidates that are part of specific target groups and possess the skills and qualifications businesses are looking for. Hiring job seekers from these organizations can result in various benefits also listed below.

1. Workforce West Virginia Employer Services – Business Service Network

The Employer Programs Unit of the Workforce West Virginia Department of Employer Services (BSN) works on the employer-demand side of the re-entry process by providing the following:

Access to job candidates: The unit provides employers with motivated job candidates who were formerly incarcerated and are ready to be productive citizens. Employers have access to a pool of screened and job-ready candidates to interview and hire.

Support for hiring ex-offenders: The work of the unit also involves educating employers on the benefits of hiring ex-offenders as well as developing relationships to give the employer a sense of support.

Related Tax Credit and other benefits include:

- **Federal Bonding:** A business insurance policy that insures businesses up to \$5,000 against any potential theft or loss of money resulting in hiring an ex-offender.
- **Work Opportunity Tax Credit** (for hiring ex-felons)

Contact Information

Workforce Development Board Mid-Ohio Valley

709 Market Street, Parkersburg, WV 26101

(304) 424-7271

<https://wdbmov.com/employers>



2. West Virginia Department of Rehabilitation Services

For many years, DRS has placed thousands of qualified candidates with businesses across all industries, looking to build an efficient and effective workforce, by providing the following:

Access to job candidates: DRS's customized sourcing and staffing programs identify talented professionals with disabilities who possess the skill set and expertise the West Virginia's businesses want and need to help businesses grow. Many of their pre-screened candidates are equipped and prepared with the knowledge to contribute from day one.

On the job training: DRS also offers an On-the-Job Training (OJT) partnership, which defrays training costs, to help a business gain a skilled employee without impacting their bottom line. Through an OJT partnership, a business has the flexibility and support to carefully evaluate candidates' abilities as they work for the business. DRS's expert team of employment professionals can offer businesses-critical guidance on how to maximize the use of OJT supports.

Job-driven training: DRS designs customized jobs driven training programs in conjunction with businesses to ensure employer expectations are met.

Support for hiring and serving persons with disabilities: In addition, DRS can provide a business with technical assistance on understanding the Americans with Disabilities Act, accommodation solutions, as well as state and federal tax incentives.

Relates tax credit and other benefits include:

- Work Opportunity Tax Credit (for hiring vocational rehabilitation referrals)
- Disabled Access Credit (for employing and serving individuals with disabilities)
- Architectural Barrier Removal Tax Deduction (for employing and serving individuals with disabilities)

Contact Information
West Virginia Department of Rehabilitation Services
(304) 356-2060
<https://wvdrs.org/>



3. Workforce West Virginia Department of Employment Services' – Veterans' Employment and Training Services Program

The West Virginia Veterans program is committed to helping America's veterans and transitioning service members by preparing them for meaningful careers and providing employment resources and expertise to both veterans and the businesses who hire them. Benefits from working with the Veterans Program include:

Access to job candidates: Employers receive assistance in recruiting qualified transitioning service members and veterans in West Virginia and have access to a pool of screened and job-ready Veteran candidates to interview and hire.

Jobs for Veterans State Grant: Veterans and eligible persons meeting eligibility requirements may be referred to specific veterans' program staff for specialized services. Disabled Veteran Outreach Program Specialists (DVOPS) are responsible for providing individualized career guidance services to qualified veterans at the WorkForce center or itinerant site with a goal of long-term sustainable employment of the veteran. Local Veteran Employment Representatives (LVER) conduct outreach to employer and employer groups such as business, industry, and other community-based organizations by serving as an advocate for the hiring of veterans.

Operation Opportunity: Job fair assistance program: Hilton Worldwide and WorkForce West Virginia have partnered on Operation Opportunity Initiative. This is a program designed to provide hotel room assistance to veterans with job interviews, skills training, housing searches and any employment testing that would make travel a necessity during your job search. The rooms are provided to veterans at no charge, and WorkForce West Virginia helps with the application process at local offices across the state.

In addition to helping with interview skills and resumes, this program serves as one more way West Virginia is working to assist current service members, veterans and their spouses find jobs faster and most easily than ever before. <https://workforcewv.org/job-seekers/veterans-job-fairs>

Military Incentive Program--A West Virginia State Tax Credit for Employers Who Hire Qualified Veterans: The Military Incentive Program (MIP) Act of 1991 created an employer tax incentive program designed to promote the employment of West Virginia veterans, reservists and National Guard members. Korean conflict and Vietnam era veterans who are economically disadvantaged, and all other disabled veterans are covered by this program. Also, included in the act are unemployed members of the National Guard and Reserves.

Through the creation of this program, West Virginia recognizes that the sacrifices made by the state's veterans merit their preferential treatment in public and private sectors. By providing tax credits to private-sector employers who employ these veterans, West Virginia publicly recognizes their service to the nation and promotes a preference for hiring in the private sector. Tax credits are based on a percentage of the first \$5,000 in wages paid to the individual after one continuous year of employment. Employers may claim a 30 percent tax credit for hiring economically, disadvantaged Korean conflict and Vietnam era veterans, 25 percent for unemployed members of the Guard and Reserves, or may claim a credit ranging from 10 to 100 percent for disabled veterans. The actual percentage is equal to the percent of service-connected disability compensable by the US Department of Veterans Affairs.

Please call 1-800-252-JOBS for additional information about MIP.

Related tax credits/programs:

- Work Opportunity Tax Credit (for hiring Veterans)

Additional services:

The Veterans' Employment and Training Service (VETS) provides a 24/7 online resource assistance to all veterans, as well as to employers who want to hire veterans. The site was designed to be a virtual "first stop" for veterans, transitioning service members and their spouses in the employment search processes. The site brings together job banks, state employment offices, AJCs, opportunities in top trending industry sectors and employer assistance.

For more information, visit:

veterans.gov

Additional online resources:

A variety of federal and state assistance programs and organizations are available to help veterans' transition back into civilian life and find stable, long-term employment opportunities.

dol.gov

ebenefits.va.gov

mynextmove.org

veterans.wv.gov

Contact Information

State Veterans Coordinator

WorkForce West Virginia, 1900 Kanawha Boulevard East, Charleston, WV 25305

(304) 558-1138



A proud partner of the AmericanJobCenter network

WEST VIRGINIA DIVISION OF REHABILITATION SERVICES: SERVICES FOR THE BLIND AND VISUALLY IMPAIRED

Specially trained DRS rehabilitation counselors meet the needs of West Virginia workers with significant vision impairments. Services for people with vision impairments cover a wide range of individual needs, from basic mobility training to assistive technologies.

Like all services provided through DRS, these services are tailored to individual need. DRS services to people with vision impairment may be more easily understood if they are separated into the following three categories. Follow any of the links below for more information about these programs and services:

- **Essential Services:** address a broad spectrum of skills needed to work and to live independently with vision impairment.
- **Visually Impaired Seniors In-home Outreach and Networking Services:** an innovative program aimed at helping senior citizens to remain active and independent with vision impairment.
- **Bioptic Driving:** a training program that assists drivers with moderate non-progressive vision loss.

If you or someone you know has a significant permanent visual impairment that keeps you from getting or keeping a job, you may be eligible for rehabilitation services. The West Virginia Division of Rehabilitation Services has counselors throughout the state who are experts in working with people who are blind or visually impaired.

For office locations visit:

<https://wvdrs.org/index.cfm?fuseaction=home.displaystory&groupID=84&itemid=12>

Related Tax Credit and other benefits include:

- Work Opportunity Tax Credit (for hiring vocational rehabilitation referrals)
- Disabled Access Credit (for employing and serving individuals with disabilities)
- Architectural Barrier Removal Tax Deduction (for employing and serving individuals with disabilities)

Contact Information

Program Specialist

Blind and Visually Impaired Field Services

Charleston: (304) 356-2095

Beckley: (304) 256-6900

Cell: (304) 389-3750

<https://wvdrs.org/index.cfm?fuseaction=home.displaystory&groupID=84&itemid=12>



Layoff Aversion Management

WORKFORCE WEST VIRGINIA UNEMPLOYMENT COMPENSATION DIVISION RAPID RESPONSE

When business or industry dislocations occur, Rapid Response teams plan and deliver services. The unit conducts Rapid Response activities to dislocated workers through employer outreach which is coordinated as a joint Rapid Response team approach between the State Dislocated Worker Services Unit and the LWDB.

Layoff aversion strategies can be quickly implemented. The state quickly coordinates services and provides immediate aid to companies and their affected workers. Rapid Response teams will work with employers and any employee representative(s) to quickly maximize public and private resources to minimize disruptions on companies, affected workers, and communities that are associated with job loss. Rapid Response can provide customized services on-site at an affected company, accommodate any work schedules, and assist companies and workers through the painful transitions associated with job loss.

What benefits or services are offered to businesses by this resource?

Layoff Aversion:

- Assist dislocated workers in transitioning to new employment as quickly as possible, either by utilizing our Workforce West Virginia job services or through training.
- The State coordinates layoff aversion strategies to mobilize concentrated efforts to salvage any at risk companies or entities through incumbent worker training through the Governor's Guaranteed Workforce Program, etc.
- Match businesses' hiring needs with affected workers that have similar skill sets.
- Communicate directly with employers regarding their needs and what would be necessary to avoid layoffs.
- Educate employers on various state and local programs and agencies such as the Workforce Training Fund, tax incentives, business loans, growth-based systems for manufacturing, employee ownership and succession plans, export opportunities identification, Small Business Association (SBA) information, etc.
- Provide information and assistance if an employer is considering selling a business to a buyer, several buyers, a management group, or employees.

Managing a Layoff

Providing:

- On-site workshops on topics such as job research, resume preparation, interviewing, the Unemployment Insurance process, and other relevant topics.
- One-on-one career counseling and job-search assistance.
- Leads to jobs in similar companies that are hiring.
- Information on the local labor market; education and training opportunities; health benefits and pensions; access to computers, phones, and fax machines for job searches; and special services for Veterans and adults with disabilities.
- Introduction to representatives of other organizations and programs that can help dislocated workers through this transition including, but not limited to, Workforce West Virginia Career Centers.
- Information on Trade Adjustment Assistance (TAA) benefits to workers whose jobs are lost due to foreign trade or shifts in production out of the United States if the company is certified as trade effected.

Additional Benefits for Employers

Information about any state or federal requirements/laws for notification, including the Worker Adjustment and Retraining Notification (WARN) Act, which requires most employers with 100 or

more employees to provide 60-day advance notification of plant closings and mass layoffs of employees.

- Assistance, with the help of AFL-CIO, with unions and its workers during layoffs.
- Higher productivity and worker morale and lower absenteeism during layoff events due to reduced stress.
- Lower Unemployment Insurance costs as workers are re-employed more quickly when services have begun prior to layoff.
- Decreased likelihood of sabotage or work disruptions.
- Media and rumor management. Rapid Response teams understand the often-confidential nature of layoffs and will always work with the company to ensure confidentiality.
- Better public relations for an employer. Rapid Response teams can also work with the media to highlight services an employer is providing to its workers during a layoff period, which will improve a company's public image.

Expansion and growth

Rapid Response can work with businesses to develop growth and expansion plans including:

- Linking growing companies to skilled workers from similar/downsized companies.
- Providing access to job posting boards, job fairs, and recruitment activities.
- Assisting in finding qualified, pre-screened candidates.
- Accessing and testing applicants.
- Providing information on the labor market, training grants, and tax credits.

What businesses are eligible for these benefits and services?

- Businesses facing a downturn in sales and looking for alternatives to layoffs.
- Businesses who need to lay off staff and are seeking to make the whole transition as smooth as possible for the company, affected workers, and the community.
- Businesses who are growing quickly and looking to hire skilled workers from companies that are downsizing.

What is the process for a business to apply or register?

Businesses should contact their Rapid Response team or state's Dislocated Worker Unit to notify them of impending layoffs or to inquire about other services for their company. A Rapid Response Team member will then contact the employer to discuss options available and set up an on-site meeting.

Contact Information

Workforce West Virginia - Rapid Response Unit

Rapid Response State Coordinator

1900 Kanawha Blvd., Building 3, 3rd Floor Charleston, WV 25305

(304) 558-8414



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DEPARTMENT OF UNEMPLOYMENT ASSISTANCE INSURANCE PROGRAM—WFWV

The Unemployment Compensation Program is one of several constituent departments of Workforce West Virginia. Unemployment Compensation Program offers several programs designed to support businesses during times of hardship including the Unemployment Insurance (UI) program.

UI provides West Virginia workers with valuable benefits, temporary income protection and training during periods of unemployment and uncertainty. Employers play an important role in providing these benefits to West Virginia workers. Employers fund the UI program and serve as a resource for unemployed workers seeking UI benefits.

What benefits or services are offered to businesses by this resource?

Employers can register businesses, fill quarterly wage reports, make contributions and delinquent payments, and register for electronic submission of separation information. View the Employer Handbook and find answers to your questions.

<https://workforcewv.org/unemployment>

Employer Downloads and Links

<https://workforcewv.org/unemployment>

Interested in Protecting Your Bottom Line	Employers Initial Statement
Transfer of Business	Benefits Reimbursement Agreement
Non-profit Organization	Voluntary Change Form
App. For Establishment of Joint Account	Refund Application
Employer Handbook	Magnetic Media Wage Reporting Manual
Power of Attorney	US State Code
Register your business at business4WV	

Other Employer Support Services	Phone Number
Employer Compliance Letter	304-558-2451
Defaulted Accounts	304-558-2676 or 304-558-2674
Federal, Military, Interstate, and Combined Wage Claims	800-379-1032
Municipalities	800-982-8297
Audit Information	877-982-9148
Unemployment Fraud	304-558-2624

Requirements for employers to contribute to the UI Trust Fund:

- For private, for-profit employers, the West Virginia Unemployment Insurance law requires such employers to contribute to the UI Trust Fund if their businesses meet the following conditions:
 - Have employees working one or more days in 13 weeks during a calendar year. The weeks of employment need not be consecutive, nor must the employees remain the same.
 - Pay wages of \$2,000 or more in at least 2 quarters during the base period.
- For certain types of employers, different thresholds must be met before they are required to make UI contributions. These include agricultural employers, domestic workers, and out-of-state employers. More information on these thresholds can be found in DUA's *Employer's Guide to Unemployment Insurance*.

- In addition to the factors above, DUA considers other factors (including the type of legal entity of the business, the type of management structure, and the location of where the work was performed) in determining whether an organization is required to contribute to UI, such as for a sole proprietor and/or for a partnership.
- Government and non-profit employers are exempt from Federal Unemployment Tax Act (FUTA) tax. In addition, governmental and non-profit employers may choose to reimburse DUA dollar-for-dollar for all regular UI benefits paid to their workers via the reimbursable method instead of paying quarterly contributions.

Requirements for employees to receive UI benefits:

- You must be dislocated from a West Virginia employer.
- Your weekly benefit amount is based on the total covered wages you were paid during your base period.
- You must have been paid wages of at least \$2,200 in covered employment during your base period and must have been paid wages in at least two quarters of your base period to be monetarily eligible to receive unemployment compensation benefits.
- The regular base period consists of the first four of the last five completed calendar quarters before the starting date of your new claim.
- Eligibility for UI benefits is based upon your wages, reason for employment separation, and intent to work. Claimants must be able and available for full time employment.
- If you are not monetarily eligible during the regular base period, we would then explore the alternate base period to assist you in possibly becoming monetarily eligible.
- Claimants may be denied UI benefits. When you file your unemployment compensation claim, we will gather the needed facts. Any time an issue is raised that might affect your right to receive benefits, we are required to investigate and issue a formal decision. This is a written notice that describes the issue, the facts we gathered, and our reason for concluding that you are (or are not) eligible to receive benefits. You have the right to appeal any decision with which you do not agree. It is in your best interest to file your claim and allow us to determine whether an issue exists.
- Waiting period--There is a one-week unpaid waiting period during a claim year. You cannot serve the waiting period before you apply for a claim.

Partial unemployment:

If a worker is employed, but due to slack work, a breakdown of machinery, or other similar cause is unable to secure a full week's earnings, the worker may be entitled to partial benefits. Employer Handbook March 2016 27. Also, if the worker is filing a claim for total benefits but secures odd job work which does not constitute full employment, that worker may file a claim for the week in which such part-time earnings occur.

Employers are required to furnish an Initial Claim/Low Earnings Report, Form WVUC-B-6- 11, to the employee whose wages for a week have been reduced due to lack of work. Such forms must be issued by employers on a Sunday-through-Saturday calendar week basis at the end of the pay period in which the low earnings occurred and delivered or mailed to the worker on or before the regular payday for the week in which the low earnings occurred.

Each such form should set forth (1) the worker's name and social security number; (2) the employer's name, address and six-digit state registration number as registered with the Unemployment Compensation Division; (3) the week ending date; (4) the earnings during the week; (5) any pertinent information regarding the claimant's eligibility; and (6) any other information required by the form.

Do not issue a Low Earnings Report for (1) any employee whose earnings in the week exceeded the worker's maximum weekly benefit rate plus \$60; (2) any person employed by you on a part-time basis only; (3) any person whose employment with you has been completely

terminated. The back of the Low Earnings Report contains instructions to the employer for completing the form and to the employee for filing a claim.

Employees' low earnings may be reported on the employer's own form in lieu of the Form WVUC-B-6-11, provided such form has received prior approval from the Commissioner of WorkForce West Virginia.

What type of claim could you be eligible for?

Regular/total unemployment—you are totally unemployed when you are completely separated from employment, earning no wages and performing no services.

Low earnings/partial unemployment—you are partially unemployed if you were hired as a full-time employee, but your regular hours and earnings are reduced due to lack of work. You are on the employer's payroll, but that employer cannot give you full-time work. Your employer may issue you a Low Earnings Report while your work hours are reduced.

How is your weekly benefit amount determined?

A table showing the weekly benefit rate and the maximum amount of benefits, which the claimant may receive in the benefit year in accordance with wages reported for the claimant in the base period by covered employers, is available on the WorkForce West Virginia web site at <http://www.workforcewv.org/UC/Employers.asp>

Causes of Ineligibility:

A claimant is ineligible to receive benefits under the following conditions:

1. If a claimant is not registered at a Job Service office in accordance with the Regulations of the Commissioner.
2. If the claimant fails to report to a Job Service office in accordance with the Regulations of the Commissioner.
3. If the claimant is not able to work.
4. If the claimant is not available for full-time work for which fitted by prior training or experience. Among the conditions under which a claimant is considered not available for work are residing in or moving to a community where there is normally no employment for which the claimant is fitted; not having transportation; being unable or unwilling to accept suitable work in a type of job found in the claimant's community; and being unwilling after a long period of unemployment to accept work other than that which the claimant prefers.
5. If the claimant has been paid less than \$2,200 in the base period in employment covered by the law.
6. If the claimant has not been paid covered wages in more than one quarter of the base period.
7. If the claimant is not doing what a reasonably prudent person in the same circumstances would do in seeking work.
8. If the claimant has worked less than 100 days in an industry recognized as seasonal unless the claimant has been paid wages during the base period in other covered employment equal to not less than \$100.
9. If the claimant has filed a claim for a subsequent benefit year and has not returned to work and been paid wages in covered employment after the beginning of the previous benefit year in an amount equaling or exceeding eight times the claimant's previous weekly benefit rate.
10. If the claimant refuses to participate in reemployment services offered through the Job Service office when selected for Profiling unless the Commissioner determines the

claimant has completed such services or there is a justifiable cause for failure to participate.

Deputy hearing?

A Deputy may schedule a predetermination hearing in person or by phone when conflicting information has been presented by the claimant and the employer based on the reason for separation. A copy of Form WVUC-B-210, Notice of a Hearing Before the Deputy in person or by phone, is mailed to the claimant and the employer, informing them of the time, date and place of this informal predetermination hearing. Although neither party is required to attend, failure to do so may deny the deputy the opportunity to hear all the facts before rendering a formal decision.

What is the process for a business to apply or register?

- Employers should register online and set up a UI account at <https://workforcewv.org/unemployment/employers/registration>
- Once employers set up a UI account with UI Online, they will be better equipped to manage their UI responsibilities which include:
<https://workforcewv.org/unemployment/employers/online-employer-services>

Maintaining their account

- Filing their quarterly Employment and Wage Detail reports,
- Making timely UI payments,
- Participating in benefit determinations,
- Keeping accurate payroll and time records,
- Tracking benefit charge activities,
- Corresponding with the Unemployment division

Employers may call **(304) 558-2624** for questions about account activation and/or registration.

Contact Information

Contacting a local Hearings office

Unemployment Compensation Board of Review

1900 Kanawha Boulevard East, Building 3, Suite 300, Charleston, WV 25305

(304) 558-2636 or (800) 635-0189

Fax: (304) 558-1363

Contacting the Unemployment Division

West Virginia Capitol Complex Building 4, 112 California Ave #5, Charleston, WV 25305

(304) 558-2624



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WOOD COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Wood County Economic Development, the county's economic development and finance agency, works with businesses, nonprofits, financial institutions, and communities to stimulate economic growth across the Mid-Ohio Valley. Through these collaborations they help create jobs, increase the number of housing units, revitalize urban environments, and address factors limiting economic growth including transportation, energy, and infrastructure deficiencies.

What benefits or services are offered to businesses by this resource?

Wood County Development Authority/Corporation Incentives:

Based upon the type and number of new jobs to be created, the total capital investment for a project, and a review of the company's financial statements, the Wood County Development Authority can offer companies that establish new facilities the following types of incentives:

Sales Tax Exemption Savings: The Parkersburg-Wood County Area Development Corporation's tax-exempt status can be deployed to help developers and companies control costs of constructing a new building through a sales tax exemption on the purchase of project construction materials. As such, the Development Corporation's ownership of the asset is a condition of using this incentive. For a sizeable project, this financing structure can reduce construction costs dramatically. Email Lindsey for more information!

Payment In Lieu of Taxes (PILOT): A PILOT program provides payments to counties and other local governments to offset losses in tax revenues due to the presence of tax-exempt land in their jurisdictions. Email Lindsey for more information!

Revolving Loan Fund (RLF): The Mid-Ohio Valley Regional Council (MOVRC) offers loans that range from \$2,000-\$250,000 that can be used for any business need including: business expansion, working capital, new construction, new equipment and much more. These loans can fund up to 75% of a project but cannot be used to refinance existing debt. To fill out an application, [click here](#).

Tax Increment Financing (TIF): State law allows for the negotiation of a TIF incentive to redirect property taxes paid on improvements to a property or properties to be redistributed towards paying for a public infrastructure improvement made by a community or a private developer.

City of Parkersburg Incentives:

New Construction or Rehabilitation of Multifamily Housing Tax Credit Program The purpose of this program is to encourage the new construction and rehabilitation or revitalization of existing multi-family dwellings in the City of Parkersburg. The tax credit may only be taken when an otherwise qualifying business files the required business and occupation tax return on or before the required due date. If said return is not filed timely then the credit will be disallowed for the time in which the return is delinquent. The maximum credit allowed shall not exceed the total cost of the capital investment made in the construction, rehabilitation, revitalization, or modernization of the multi-family dwelling.

Vacant Building Revitalization Tax Credit Program The purpose of this program is to encourage the rehabilitation, revitalization, re-occupancy and use of vacant residential, commercial, and industrial buildings in the City of Parkersburg. A qualifying business will be permitted a tax credit up to one hundred percent (100%) of its business and occupation tax liability annually for a period of five (5) consecutive years from and after such capital improvement is placed into service or the building is occupied, whichever first occurs. The tax credit shall not exceed the total cost of its actual expended capital investment on the building renovation.

New Business Tax Credit Program The first few years of operation are critical to a new business's long-term success. This program was created to assist new business development, by reducing Business & Occupations Taxes paid to the City during this time. To be eligible, a new business must be located in the City of Parkersburg, create at least five (5) full-time jobs (or equivalent) and maintain those jobs for at least four (4) years.

New Development Annexation Tax Rebate Program The City of Parkersburg recognizes that businesses and developers have a choice in terms of where they locate. To encourage more investors to locate their project and/or business in the community, the City makes available a tax rebate application to newly annexed developments. Upon certification from the City Engineer that all work to be performed has been completed to City specifications, 100 percent of the taxes collected on construction activity within the newly annexed development, including taxes paid by prime and subcontractors, shall be related to the developer.

For more information regarding the City of Parkersburg's Economic Development Incentive Programs, please call 304-424-8415 or email Rickie Yeager at rickie.yeager@parkersburgwv.gov , City of Parkersburg Development Director.

State Incentives:

The following are basic descriptions of the state incentive programs. Our team is happy to arrange a meeting with the West Virginia Development Office (WVDO) and your team to explore potential state incentives. These incentives are explained in more detail below.

- Aircraft Valuation
- Commercial Patent Incentives Credit
- Corporate Headquarters Credit
- Economic Opportunity Credit
- The Freeport Amendment
- Five for Twenty-Five Program - \$2 Billion Primary (Fractionating) Plants, Secondary Plants and Tertiary Plants
- Five for Ten Program – Fractionating Plants and Secondary Plants
- High-Tech Manufacturing Credit
- High Technology Valuation Act (Data Centers)
- Lodging Exemptions
- Manufacturing Inventory Credit
- Manufacturing Investment Credit
- Manufacturing Sales Tax Exemption
- Research and Development Sales Tax Exemption
- Sales Tax Exemption for Certain E-Commerce Businesses
- Sales Tax Exemption for Certain Warehouse and Distribution Centers
- Tax Increment Financing
- The Tourism Matching Advertising Partnership Program
- West Virginia Film Industry Investment Act

Ways We Can Offer Direct Financial Assistance:

Direct Loan Programs: The West Virginia Economic Development Authority can provide up to 45 percent in financing fixed assets by providing low-interest, direct loans to expanding state businesses and firms locating in West Virginia. Loan term is generally 15 years for real estate intensive projects and five to 10 years for equipment projects. Loan proceeds may be used for the acquisition of land, buildings, and equipment. Working capital loans and the refinancing of existing debt are not eligible.

Indirect Loans: The West Virginia Economic Development Authority provides a loan insurance program through participating commercial banks to assist firms that cannot obtain conventional bank financing. This program insures up to 80 percent of a bank loan for a maximum loan term of four years. Loan proceeds may be used for any business purpose except the refinancing of existing debt.

Industrial Revenue Bonds: This program provides for customized financing through federal tax-exempt industrial revenue bonds. Of the state's bond allocation, 757,600 is reserved for small manufacturing projects; 073,600 for qualifying projects in Enterprise Communities, and 904,800 for exempt facility projects.

West Virginia Infrastructure and Jobs Development Council: The fund can be used for financial assistance to private companies, public utilities, and county development authorities for infrastructure improvements to support economic development projects.

West Virginia Jobs Investment Trust: West Virginia Jobs Investment Trust (JIT) is a public venture capital fund created to develop, promote, and expand West Virginia's economy. The program makes investment funds available to eligible businesses, thus stimulating economic growth and providing or retaining jobs within the state.

On the Job Training Opportunities:

Governor's Guaranteed Work Force Program: The Governor's Guaranteed Work Force Program (GGWFP) provides new and expanding businesses with technical and financial assistance to train, retrain and upgrade the skills of their employees. Overall funding levels are based on wages and benefits, location of facilities, number of employees and number of individuals needing training. Small businesses eligible for this program may receive up to 75 percent of actual training cost (maximum of \$5,000) for preapproved technology, technical and regulatory compliance training. Since the program's launch, more than \$54 million has been awarded to employers and nearly 200,000 employees have received training.
<http://westvirginia.gov/files/docs/ggwfp/ggwfp-annual-report-2017.pdf>

Let's Train WV: Let's Train WV provides employers with access to a new pool of candidates with untapped potential to become highly skilled, dedicated employees. It allows employers to train employees their way at their worksite. Employers receive paid training for employees up to 6 months, wage reimbursement up to \$10,000 per eligible recipient and the ability to custom design training programs to meet specialized company needs.

Workforce Innovation & Opportunity Act: The Workforce Innovation and Opportunity Act (WIOA) was created to provide state and local areas the flexibility to collaborate across systems to better address the employment and skills needs of current employees, jobseekers, and employers. The Workforce Innovation and Opportunity Act aligns training with needed skills and matches employers with qualified workers. It provides incumbent worker training and promotes work-based training— increasing on-the-job training reimbursement rates to 75 percent. On-the-Job Training (OJT) provides opportunities for participants to ``learn as they earn.`` The employer also benefits by being reimbursed for part of the participant's wages during the training period, while having the services of a full-time employee.

West Virginia Advance Program: This flexible program offers customized job training awards to new and existing businesses. The program offers development and delivery of training services that will support a company's startup and ongoing employee development initiatives through a local Community and Technical College.

Real Estate Services: Wood County Economic Development offers a range of planning and development services to help communities reposition or redevelop vacant, underutilized, or underperforming properties. Our real estate division specializes in challenging projects that the

private sector is unable or unwilling to undertake without public assistance. Staffed by highly qualified planners, project managers, engineers, and asset managers, Wood County Economic Development has experience developing, managing, and facilitating complex projects. Services include market feasibility analysis, site planning, consulting services, project management, and more.

Tax Credits:

The Historic Tax Credit (HTC): The Historic Tax Credit (HTC) program encourages private-sector investment in the rehabilitation and re-use of historic buildings. The federal tax credit allows program participants to claim 20% of eligible improvement expenses against their federal tax liability.

The State of West Virginia offers a comparable historic tax credit of 25% that can be paired with the federal tax credit; therefore, an eligible project could qualify for up to 45% of tax credits for the renovation of a historic building. The property **MUST** be a certified historic building and listed on the National Register of Historic Places

New Market Tax Credits: The New Market Tax Credits (NMTC) Program attracts private capital into low-income and/or distressed communities by permitting individual and corporate investors to receive a tax credit against their federal income tax in exchange for making equity investments in specialized financial intermediaries called Community Development Entities (CDEs)

When utilized, NMTC can account for a 20-30% reduction in the overall cost of a project.

Opportunity Zones: According to the Economic Innovation Group, Opportunity Zones are a new community development program established by Congress in the Tax Cuts and Jobs Act of 2017 to encourage long-term investments in low-income urban and rural communities nationwide. The Opportunity Zones program provides a tax incentive for investors to re-invest their unrealized capital gains into Opportunity Funds that are dedicated to investing in Opportunity Zones designated by the chief executives of every U.S. state and territory.

In Wood County, West Virginia, we have two designated Opportunity Zones including:

1. The Downtown Central Business District
2. Mixed manufacturing, commercial and residential areas near U.S. 50 and the Little Kanawha River.

What businesses are eligible for these benefits and services?

Wood County Economic Development works with businesses, nonprofits, financial institutions, and communities.

Contact information for state incentives

<http://developwoodcountywv.com/state-incentives/>

Contact Information
Wood County Economic Development
400 Market Street, Parkersburg, WV 26101
(304) 422-5650



WEST VIRGINIA GROWTH INVESTMENT, LLC

West Virginia Growth Investment, LLC (the "LLC"), is a new investment fund formed to pool and invest the capital resources of sophisticated and accredited investors in and around West Virginia (the "Region"). The LLC's objective is to provide both favorable investments returns to Investors, and to promote small business and economic development in the Region.

What benefits or services are offered by this resource to employers?

West Virginia Growth Investment LLC invests primarily in small businesses, as defined by the SBA, which demonstrate the potential for growth and a suitable return to the investors. We expect investments will be in early- to mid-stage private companies. We may also invest in late-stage private companies, and in private companies that are undergoing generational and other ownership transitions. The LLC will attempt to focus its investments within West Virginia but is not restricted from investing in any businesses that the Members deem suitable.

Preferred Characteristics:

- Relevant management experience in the target industry
- Unique product or service
- Understanding of the target market dynamics and competition
Accurate historical financial statements, with a preference for companies with annual sales of \$500,000 or more
- Financial forecasts with assumptions that demonstrate business acumen
- Understanding of the company's future capital needs
- Ability to articulate an exit strategy for the investors
- Reasonable valuation expectations

West Virginia Growth Investment, LLC does not intend to invest more than 10% of its capital into any one company inclusive of initial and follow-on investments. In addition, the individual members can make side-by-side investments with the West Virginia Growth Investment, LLC. Should the LLC invest in your business we may refer your opportunity to other angel investors and angel investor groups for co-investment.

West Virginia Growth Investment, LLC expects to achieve favorable investment returns by taking an ownership interest in companies through the purchase of common stock, preferred stock or debt with equity features. Typically, these types of investments are priced to provide the investors with a potential for a minimum return of 3 times their investment within 5 years. Generally, returns will be achieved through the purchase of a minority interest in the business. Investment agreements will include standard industry terms to provide protections for the investors.

Investment Amounts and Expectations:

We use an electronic portal "Gust" for all investment applications, and to manage the investment process and beyond. For our initial review, you only need to provide your executive summary and the answers to the key questions. Although Gust provides many options for sharing your business plan and related documents, please refrain from doing so on this initial screen. If we are interested in your business, we will request additional information as needed, and you may be invited to present your investment opportunity at a meeting of our Members. Your ability to follow directions enhances your chances of review by our screening committee. You will be informed via email of your status and of appropriate next steps.

What businesses are eligible for these benefits and services?

West Virginia Growth Investment LLC will invest primarily in small businesses (as such term is defined by the United States Small Business Administration) that demonstrate the potential for

growth and a suitable return to the investors. We expect investments will be in early to mid-stage private companies and follow-on investments in such companies. The LLC may also invest in late-stage private companies, and in private companies that are undergoing generational and other ownership transitions. The LLC will attempt to focus its investments within West Virginia but is not restricted from investing in any businesses that the investors deem suitable. Companies that will be considered need to demonstrate : Relevant management experience, leadership and financial investment in the company, Knowledge of the market dynamics for the products or services of the company, Knowledge of competition in the marketplace, Product or service uniqueness, Preference for initial market acceptance with current annual sales of \$500,000 or more, Accurate historic and current financial statement using GAP accounting, Forecasts with underlying assumptions that demonstrate business acumen, Reasonable pre- money valuation, Articulate defined exit strategy for investors, Path to obtaining additional financial and human resources needed by the company to get to an exit opportunity for investors, Impact of job creation or retention in West Virginia if any.

Contact Information

West Virginia Growth Investment

The Launchpad, G-06 Hodges Hall, Morgantown, West Virginia 26506

(800) 982-3386 or (304) 558-2234

<http://www.wvgrowth.com/home.html>

Business Development Partnerships

WEST VIRGINIA DEVELOPMENT OFFICE

The West Virginia Development Office works hard to make the process of locating in West Virginia smooth and seamless. Their team walks with your business every step of the way to locate a new site, expand facilities, export goods, train employees, and much more.

The following six divisions are all housed under the West Virginia Development Office. Each division has various responsibilities and teams, all focused on helping your business succeed in West Virginia and throughout the world.

What businesses are eligible for these benefits and services?

Businesses statewide are eligible to work with the West Virginia Development Office

Divisions:

1. Small Business Development Center

Are you a small business owner or aspiring to be one? Welcome to West Virginia!

Small businesses are the backbone of the economy. Whether you are in the initial planning stages or you have been in business for a decade and you are ready to scale, their Small Business Development Center can help every step of the way.

The Small Business Development Center of WV is a statewide network that provides essential information for successfully starting, expanding, and growing a small business.

Business Startup Support: The Small Business Development Center of WV provides tools, coaching and access to make your business a success.

Grow a Small Business: If your business is facing a considerable workload increase and need to successfully on-board new employees, or maybe you have recently pursued the potential to supply your product globally.

Find a New Location: Finding the right location for growing operations requires more than just a knowledge of the square footage needs. The small business development center understand that numerous complexities play into the site selection process, such as river access, transportation, railway location, EPA regulations and more.

Thankfully, in West Virginia, Small Business Development has helped hundreds of other companies navigate the same challenges.

Contact Information
WV SBDC Lead Center
State Capitol Complex
1900 Kanawha Boulevard, East, Building 3, Suite 600, Charleston, WV 25305
(304) 558-2960
<https://westvirginia.gov/divisions/>

2. Community Advancement and Development

Building Opportunity

West Virginia Community Advancement and Development (CAD) brings opportunities and possibilities to life for every individual, business, and organization in West Virginia. In fact, CAD thrive on it.

WV CAD serves communities through state and federal funding in primarily two ways – Infrastructure and Sustainability.

Contact Information
West Virginia Community Advancement and Development
(800) 982-3386
<https://westvirginia.gov/divisions/>

3. Office of Energy

The West Virginia Office of Energy is responsible for the formulation and implementation of fossil, renewable and energy efficiency initiatives designed to advance energy resource development opportunities and provide energy services to businesses, communities, and homeowners in West Virginia.

This program alone has resulted in more than 10,000,000 kWh, 60,000 MMBtu and \$650,000 in energy and cost savings to West Virginia businesses.

WV's Energy Efficiency Programs for Businesses:

- No-cost assessments for improving productivity, maximizing energy efficiency, and reducing waste
- No-cost technical assistance for identifying efficiency and productivity increase opportunities
- Energy Conservation and Code Training Programs
- Utility Rebate Programs

Contact Information
West Virginia Office of Energy
(800) 982-3386
<https://westvirginia.gov/divisions/>

4. International Development

The International Development Team assists companies from Asia, Europe and around the world in establishing facilities in West Virginia and supports West Virginias existing companies in increasing their exports. Over 136 companies from 30 countries have chosen West Virginia as their ideal operational base in North America. West Virginia companies, both large and small, contribute to the growth in our exports. In 2018, West Virginia exports were valued at \$8.1 billion.

The International Development Team is focused on enhancing West Virginia's success in the global economy.

Through West Virginia-based staff and representative offices located in Japan and Switzerland, West Virginia Development Team assists international companies as they expand to North America. International companies continue to invest in the state due to our affordable cost of doing business, skilled workforce, positive business climate and various other factors.

Contact Information
International Development
1900 Kanawha Boulevard, East, Charleston, WV 25305
(304) 558-2234
<https://westvirginia.gov/divisions/>

5. Business and Industrial Development

The Business and Industrial Development (BID) Division has three different teams, each specialized in an integral area of business development. Their aggressive efforts have won, retained and strengthened business for West Virginia in astounding rates.

What does this mean for West Virginia business? It means more economic stability, increased employee pool (jobs stay in West Virginia), and greater profit potential through both national and international expansion efforts.

Business Retention and Expansion

The various business development experts on this team have years of combined experience in anything from business processes and management to international trade relationships to effective business scaling. When you operate your business in WV, this entire team sits at your disposal. We succeed when you do.

Contact Information
1900 Kanawha Boulevard, East, Charleston, WV 25305
(304) 558-2234
<https://westvirginia.gov/divisions/>

6. Broadband Enhancement Council

The West Virginia Broadband Enhancement Council was formed in 2016 to provide for and oversee the development of plans, processes and procedures for extending broadband access into underserved and unserved areas of West Virginia.

Contact Information
West Virginia Broadband Enhancement Council
(304) 558-2234
<https://westvirginia.gov/divisions/>

7. Sites and Buildings

West Virginia has several diverse sites and building locations. Opportunity awaits with thousands of acres of flat, developable land, hill after hill of forested property for the building industry, existing business complexes, industrial parks with river access, manufacturing warehouses and more. Explore our site selections below to find a new location in West Virginia.

Contact Information
WV Development Office, Sites and Buildings
1900 Kanawha Boulevard, East, Charleston, WV 25305
<https://westvirginia.gov/available-sites/>

8. Incentives and Programs

West Virginia places importance on training and supporting the next generation of workers. With a variety of programs designed to assist employees, employers, entrepreneurs, and sole proprietors, you will find everything you need for a successful career or a thriving company.

9. Apprenticeship in Motion

Promotes and expands registered nontraditional apprenticeship activity in the Mountain State. This collaborative group of partners identifies, standardizes, and develops courses that are needed statewide to increase and improve the registered apprenticeship programs within West Virginia.



AMERICA'S SBDC WEST VIRGINIA

Small business is the backbone of our economy. Small businesses provide essential services and products for our people in our communities, and entrepreneurship has the potential to boost local economies. Of all West Virginia's employers, 87 percent have fewer than 20 employees. The West Virginia Small Business Development Center plays a vital role in West Virginia's economic development by assisting small businesses and entrepreneurs in every stage of the business life cycle. We do not provide grants or loans, but we can help connect serious business owners and entrepreneurs with capital opportunities and resources. With support and a wealth of expertise and experience, the WV SBDC is there for you - every step of the way.

What businesses are eligible for these benefits and services?

The WV SBDC serves businesses with fewer than 500 employees, including new ventures, growing companies and mature businesses. Our primary function is to be a resource to existing businesses that need information or assistance to become more innovative and competitive, but we also have resources and tools for those starting a new business.

What do we do?

WV SBDC helps businesses lay a solid foundation on which to build success. If you are an inventor with a great commercial idea, an entrepreneur with a business startup or an established business looking to sustain or ready to expand your success, then WV SBDC has services to match your needs.

- Low-cost training in business fundamentals workshops
- No-cost one-on-one confidential advising with our statewide network of credentialed business coaches
- Practical advice in a broad spectrum of business knowledge, including developing a viable business plan, marketing, innovation, technology, and management skills
- Financial resource connections. WV SBDC does not give loans or grants - but we can help companies be aware of and prepare for capital access opportunities

What kinds of assistance does the WV SBDC provide?

We offer free one-on-one business coaching services, which enable businesses owners to expand their companies, solve problems, improve management, develop new ideas for products or services, or investigate new business opportunities.

We help the inexperienced businessperson to understand the requirements for going into business, assess business opportunities, determine financial needs and potential sources of financing, and offer guidelines on business planning and marketing.

One important aspect of WV SBDC assistance is that we do not actually do things for you so much as we try to equip you with information and resources to do things for yourself.

Does the WV SBDC provide funding?

The WV SBDC does not provide financing. Our assistance is technical and educational in nature. The WV SBDC can help you identify what financing you may need and discuss alternative sources. We can also advise you how to improve a loan application and business plan. We work with banks and other lending agencies and organizations to assist in putting together financial projections, but the actual financing comes from outside sources.

What does it cost to use the services of the WV SBDC?

The services of the WV SBDC are provided at no charge thanks to the support of the Small Business Administration and our local fiscal supporters. Nominal fees are often charged for training workshops.

How can I get assistance from the WV SBDC?

There are several ways to take advantage of WV SBDC resources.

This website has a wealth of information to assist you and answer questions. Take some time to scroll through the Resources pages and review the Training Calendar.

If you are starting a business, consider attending one of our Business Fundamentals workshops. There you will learn about the start-up process, important considerations, and decisions you should make before you start, the various regulations and registrations, and the fundamentals of a business plan.

If you are already in business and would like one-on-one business coaching, contact us to set an appointment. We will ask that you complete an intake questionnaire. We will also suggest you bring financial information, marketing materials, etc. to our meeting to help us better understand your business.

Can the WV SBDC recommend the best business for me to start?

Our experience shows that successful entrepreneurs usually have a solid understanding of their new ventures. This means that they or members of their management team have operated a similar business before, or that they have unique skills and contacts that enable success.

We do not believe it is a good idea to simply pick a business from somebody's list of "Best Businesses to Start." Rather than suggest a business to you, we encourage you to evaluate your experiences, unique skills and strengths, location and what you think you will be most happy doing.

Funding Sources:

if you are looking for funding to start or grow your business, these links may help you research possibilities. WV SBDC does not provide direct funding, nor do we endorse any non-government websites, companies, or applications. We cannot attest to the accuracy of the information provided by third-party sites or any other linked site. These listings and links are provided for reference only.

Loans and Micro Loans:

BA Guaranteed Loans: The U.S. Small Business Administration offers several loan programs to help small businesses start up and expand. www.SBA.gov

SBA Microloans: SBA's Microloan Program provides small, short-term loans to small business concerns and certain types of not-for-profit child-care centers. www.SBA.gov/microloans

First Microloan of WV: The Washington County Council on Economic Development provides SBA loans to West Virginia businesses. 304-604-3560
<http://www.washingtoncountypa.org/wvsba.html>

KISRA: Kanawha Institute for Social Research & Action offers microloans to businesses expanding and creating jobs in West Virginia. Loans range from \$1,000 to \$50,000 for a term of up to 6 years. 304-768-8924
www.KISRA.org

Natural Capital Investment Fund: Loans to natural resource-based businesses to advance sustainable economic development. 304-876-2815 www.conservationfund.org

The Progress Fund: Loans up to \$1 million to restore old buildings or finance a tourism or hospitality business. 724-216-9160 www.progressfund.org

United States Department of Agriculture (USDA): Loans for equipment, machinery, supplies, or inventory for agriculture-based businesses. Lisa.Sharp@wv.usda.gov (304) 284-4860
www.rd.usda.gov

WV Economic Development Authority (WVEDA): Loans for manufacturing, distribution centers, technology-based companies. \$50,000 to \$10 million. Job creation emphasized.
<http://www.wveda.org/>

WV Rural Health Infrastructure Loan: Loans to health providers for building construction, renovation, expansion equipment purchases, technology purchase, and practice acquisition. 304-397-4071
<http://wvruralhealth.org/LF/>

Woodlands Development Group: Operating as a Community Development Financial Institution (CDFI), Woodlands, Community Lenders (WCL), and affiliate of Woodlands Development Group, makes low-interest loans to qualified businesses and communities in Randolph, Tucker and Barbour county areas. Loans are specifically earmarked for small businesses and non-profits that have difficulty obtaining financing elsewhere.
<http://wdgww.org/> 304-636-6495, ext. 29

Wyoming County Economic Development Authority's Loan Program through SBDC WV:

- provides capital that small businesses need to start and grow in Southern West Virginia.
- fill gaps in small business capital needs that are not addressed by other lending institutions.
- partners with other lending institutions to maximize the leveraging of loan funds.

Our team provides the capital that small businesses need to start and grow in Southern West Virginia. The Wyoming County EDA seeks to provide capital to small businesses through the five loan funds that the Wyoming County EDA oversees. The Wyoming County EDA seeks to fill gaps in small business capital needs that are not addressed by other funding sources.
<http://wyomingcounty.com/loan-programs.aspx>

Venture Capital: Invests money in return for partial ownership:

WV Jobs Investment Trust: A public venture capital fund created to develop, promote, and expand West Virginia's economy by making investment funds available to eligible businesses. 304-345-6200 www.WVJIT.org

INNOVA Commercialization Group: Part of the High Technology Foundation, this capital investment program provides business support services to the projects in which it invests. 877-363-5482
<http://wvhtf.org/innova-commercialization-group/>

Grants:

Small Business Innovation Research Program: Businesses compete to solve problems for federal agencies. Participants must conduct research to receive funding.
www.SBIR.gov <https://www.sba.gov/offices/headquarters/oca/resources/6827>

Governor's Guaranteed Workforce Program (GGWFP): Provides funding for on-the-job training and customized training. Must be pre-approved.
304-558-2234 <http://www.wvcommerce.org/business/workforcewv/employers/training>

Crowdfunding:

Kickstarter: Focused on creativity, the website will allow you to post your need and tell your story. Kickstarter backers have funded more than \$1.9 billion projects, such as films, music, stage shows, comics, journalism, video games, technology, and food-related projects. People who back Kickstarter projects are offered tangible rewards and one-of-a-kind experiences in exchange for their pledges of funding. www.kickstarter.com

Dealstruck: Term loans up to \$250,000 and lines of credit up to \$500,000 for qualified businesses.
<http://www.dealstruck.com>

Kiva: Non-profit organization with a mission to connect people through lending to alleviate poverty. The Kiva Zip community provides access to 0% interest loans and a community passionate about helping entrepreneurs in the U.S. www.kiva.org <https://zip.kiva.org/borrow>

Indiegogo: One of the first websites to offer crowdfunding, it is a launch pad for creative and entrepreneurial ideas. Has generated more than \$800 million funding for 600,000 projects.
www.indiegogo.com

Peer-to-Peer Lending:

Funding Circle: Loans from \$25,000 to \$500,000 with 5.49%+ interest rate. Move or expand your business, buy inventory or equipment, or refinance business debt. www.fundingcircle.com

Prosper: Connects people who need money with people who have money to invest. Loans up to \$35,000 with 5.99%+ interest rate. www.prosper.com

Lending Club: Loans up to \$300,000 with 5.49%+ interest rate. Must be in business 24 months. www.lendingclub.com

Contact Information

WV SBDC Lead Center

State Capitol Complex

1900 Kanawha Boulevard, East, Building 3, Suite 600, Charleston, WV 25305

(304) 558-2960

Ask Me! Line: (888) WVA-SBDC or
email our consultants at askme@wv.gov



MID-OHIO VALLEY WORKFORCE DEVELOPMENT BOARD

The MOV-WDB identifies the needs of the communities, evaluating current services, and expanding offerings to meet the ever-changing needs of business, employers, and job seekers. MOV-WDB envisions a quality skilled workforce that advances the economic development of the region by meeting the needs of employers and job seekers. The WDB leads the workforce development system through regional policy and oversight responsibilities for multiple federal and state funding streams as well as programs associated with all aspects of workforce development. WDBs conduct labor market studies to identify trends and develop innovative partnerships and strategies to address those trends, so that business and labor stay ahead of the curve to remain competitive. They also charter and oversee the Career Centers.

A majority of an WDB's membership must come from private businesses. These businesses led boards are charged with creating a more cohesive demand-driven workforce development system, reflective of their regions specific needs and resources, indicated by local market factors. Seats are also designated for representative from community-based organizations, labor unions, educational institutes, community development/economic development agencies, vocational rehabilitation, state employer services, and other non-profit entities. WDB members leverage their experience and the reconnections to enhance the training and educational programs available to both job seekers and the employers wishing to hire them.

What benefits or services are offered to businesses by this resource?

- Consortia/partnerships in specific industries in which employer representatives may participate to connect with other entities as well as help align training curriculum with employers' needs.
- Provide support to sector and occupational needs. Through the following methods sector needs are identified and supported through partner collaboration:
 1. *Employer Solutions Network Meetings (ESN)*
 2. *Formal Sector Meetings*
 3. *Networking Events*
 4. *Employer Solutions Team (EST)*
- Labor market information to help make workforce development decisions.
- Recruiting and hiring services.
- Youth employment and internship programs, which enable employers to assist with exposing youth to workplace expectations and career opportunities.
- Support to businesses applying for funding opportunities such as the Workforce Training Fund Program including:
 - Incumbent Worker Program
 - On-the-Job Training
 - Customized Training
 - Transitional Training
 - Career Connections Paid Work Experience
 - Traditional and Non-Traditional Apprenticeship Training

1. *Employer Solutions Network Meetings*

Employer Solutions Network connects resource partners with employers providing information on services available to meet their needs. Meetings are made up all non-profit partner agencies that provide resources to employers. The ESN meetings are used to share industry and occupational needs that employers face.

2. Formal Sector Meetings

Sector strategy meetings provide an opportunity to listen to the needs of employers for specific skill sets, competencies, and required certifications/trainings. Region 4 has taken a regional collaborative approach to aid the sectors of growth in Region 4. WVUP and Region 4 jointly host Sector Strategy meetings. Information Technology Sector meetings are held quarterly during or after normal business hours. IT Sector meetings held during normal business hours are where areas of concern for IT employers are discovered and addressed through guest speakers and group discussions.

Sector Strategy meetings is a great opportunity for employers within each sector/industry to voice their opinions and or concerns regarding the training offered in the region. As the need is determined, both secondary and post-secondary schools are brought in to present their training programs and listen to feedback from the employers. Sector Strategy meetings are employer led; the discussion/presentation is directed by their needs. Sector Strategy meetings have led to discussions about occupations that are in demand in the region, causing the demand list to be “tweaked” to best reflect the needs within the sector/industry.

Another IT Sector need that was discovered and met through the Formal Sector meetings was an IT employer need for training. WVUP worked with an IT employer to set up a Learn and Earn opportunity for IT help desk customer service. With a learn and earn format customers can earn a wage while attending classroom training, just like a registered apprenticeship.

3. Networking Events

Through Formal IT Sector meetings, it was discovered that upper management lacked much needed networking time together and desired a way to meet in an informal setting. In response to that sector need, WVUP and Region 4 now host coordinated after hour Networking Events.

4. Employer Solutions Team

The EST works to share information and needs of area business through face-to-face business meetings and quarterly employer forum. The EST works to avoid duplication of contact and identifying an array of service that may be available to assist the specific needs of an individual.

The ESN meets quarterly to share information about employers visited, upcoming hiring and training needs, and planned business visits. When possible, visits are coordinated to have two or more partners visit a business together rather than having multiple visits to the customer.

The ESN has developed a strong list of resource organizations to call on for various needs. In addition to the core programs identified under WIOA, Governor’s Guaranteed Workforce programs, WV Community Technical Colleges, Economic Development Directors, Small Business Development Centers, Small Business Administration, and Microloan Programs are included in the array of services that are available to business customers in the region.

Workforce Development Board Mid-Ohio Valley’s administrative and fiscal agent is Mid-Ohio Valley Regional Council. Area Economic Development Directors serve on the MOVRC Board. Through this connection, information is frequently shared to and from economic development directors in the region. ESN members and individual Development Directors regularly communicate, and share needs of specific businesses. For example, if a development director identifies a workforce need during a business retention visit, that need is shared with the ESN team. In the same manner, if an Employer Solutions Team member contacts economic development director about needs where they can assist.

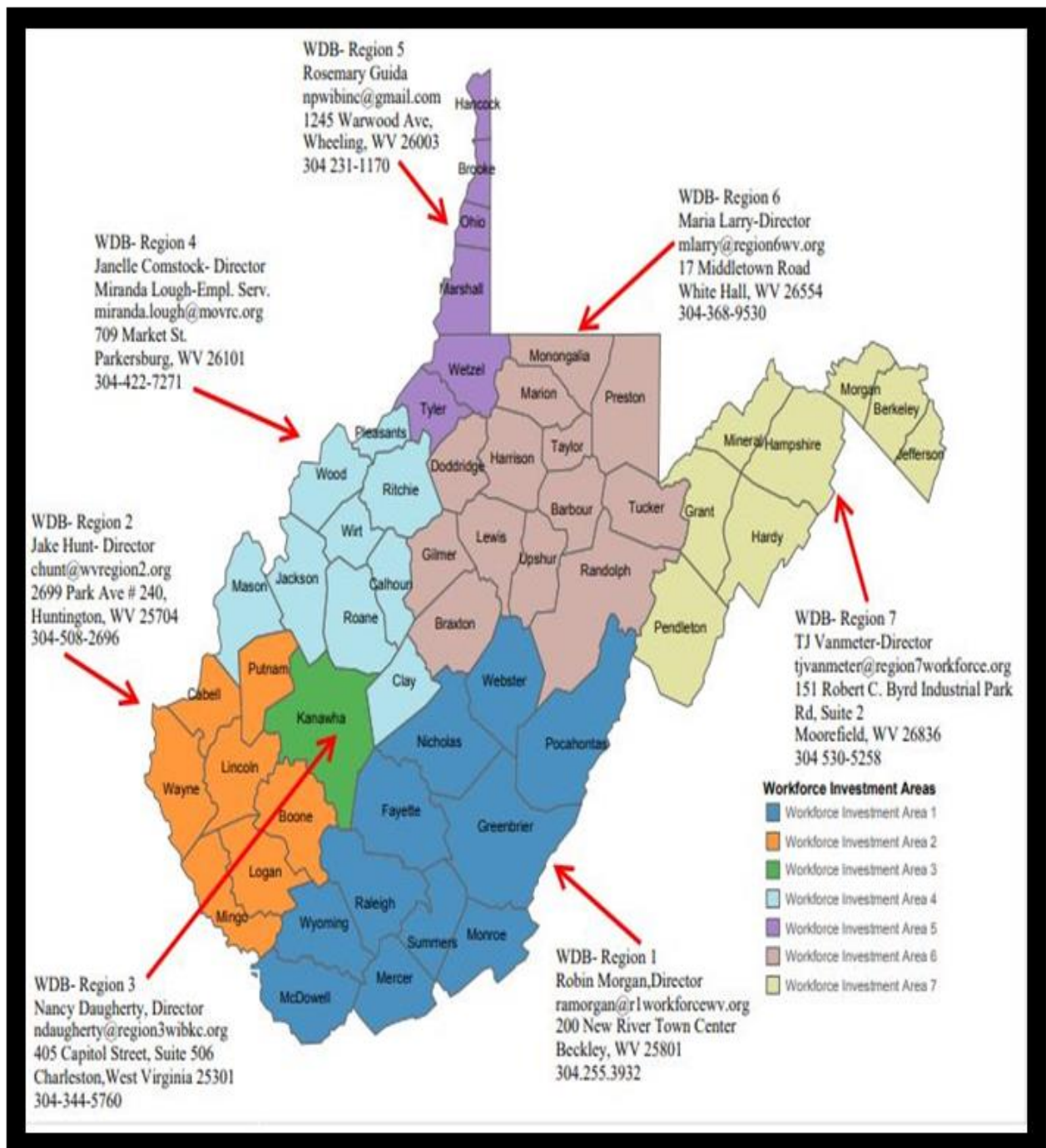
What businesses are eligible for these benefits and services?

Representatives from businesses, non-profits, and government agencies of all sizes, levels, and industries participate on WDBs and in related activities.



Contact Information

The MOV-WDB identifies the needs of the communities, evaluating current services, and expanding offerings to meet the ever-changing needs of business, employers, and job seekers. MOV-WDB envisions a quality skilled workforce that advances the economic development of the region by meeting the needs of employers and job seekers



Mid-Ohio Valley Regional Council

The Mid-Ohio Valley Regional Council (MOVRC) is a governmental planning and development agency serving Calhoun, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt, and Wood counties in west-central West Virginia, also known as Region V.

The county commissioners, mayors or council members, and other development leaders from the communities in the eight-county region serve as the MOVRC Board of Directors. This group oversees the general activities of the Regional Council staff and guides the direction of a number of programs and projects designed to improve their counties.

The goal of the MOVRC and its Board of Directors is to use available resources more effectively and to maximize the opportunities for local communities and public service agencies to secure federal assistance for economic development, water and sewer system construction and expansion, public facility improvements, and more.

The MOVRC is a local development district under the Appalachian Regional Commission and an economic development district under the U. S. Department of Commerce/Economic Development Administration.

What benefits or services are offered to businesses by this resource?

1. *Community Development Program*
2. *Foster Grandparents Program*
3. *Small Business Loan Program*
4. *Retired Seniors Volunteer Program (RSVP)*
5. *Senior Companion Program*
6. *Workforce Development Board*
7. *WWW Interstate Planning Commission*
8. *MOVRC GIS*

1. *Community Development Program*

The MOVRC Community Development staff assists local communities in meeting infrastructure and development needs. A primary focus is centered on projects that will improve and expand the delivery of public water and sewer service to residents, as well as providing the infrastructure needed to support economic growth. The staff also works with municipalities and counties on improvements or expansions of other community needs, whether it is downtown rehabilitation projects, public facility improvements or transportation enhancement initiatives.

“Local governments are small. They do not have the full-time staffing necessary to thoroughly address these issues. “We do all the things a small town would do if they could afford employees to do the work. It’s our job to try to figure out a way to accomplish what local communities need to get done.”

—Community Development Director, Fred Rader

Our grant coordinators provide the staff resources and technical assistance for planning, developing, applying for, and implementing projects.

The Community Development staff serves the needs of county commissions, municipalities, and local entities such as Public Service Districts. They have extensive experience working with engineers, bond counsels, project attorneys and accountants. They are coordinators who bring all the right people together to make a plan a reality. So, when someone brings them a jar of brown water at a public meeting asking for help in finding the right funding sources and creating a plan to have clear, clean water once again at the tap, the MOVRC staff sees an opportunity to make a difference.

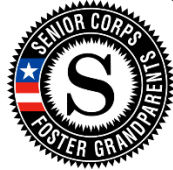
Find information on our ongoing projects in your county! <https://www.movrc.org/cdp>

2. Foster Grandparents Program

The MOVRC Foster Grandparent Program promotes positive volunteer opportunities to income eligible individuals that are 55 and older by providing an environment to mentor to children that are identified with special/exceptional needs or circumstances that limit their academic, social, or emotional development. The MOVRC sponsors the Foster Grandparent Program in Braxton, Calhoun, Clay, Gilmer, Jackson, Lewis, Marshall, Nicholas, Pleasants, Ritchie, Roane, Tucker, Tyler, Upshur, Webster, Wetzel, Wirt, and Wood counties.

The Foster Grandparent Program enables individuals 55+ to serve 15-40 hours per week helping children in their communities develop the academic and life skills that are critical to their development and future success. The program offers a tax-free hourly stipend of \$2.65 to help cover costs for income eligible volunteers. Foster Grandparents receive transportation reimbursement, an annual physical exam, supplemental accident and liability insurance while serving, special training, recognition, and opportunities to socialize.

<https://www.movrc.org/contact>



3. Small Business Loan Program

The MOVRC loan programs have disbursed a combined total of over \$25 million since the inception of the programs. Those funds have leveraged more than \$54 million in other public, private and owner's equity funds. The program is successful due to the level of support from with economic development authorities and the MOVRC loan committee. Money is not just simply lent upon request; efforts are focused on making sure businesses can succeed. The loan committee confirms that businesses are ready to accept the money and use it for growth and additional revenue creation, not just allowing it to become another debt. The goal is to help businesses to grow by nurturing them and helping them realistically plan for the future.

The revolving loan program offered by the Mid-Ohio Valley Regional Council is "the most valuable tool I have at my disposal."

-Economic Development Authority Director

The MOVRC encourages the business owners to attend business training to assure that the fledgling businesses that borrow money have the skills needed to succeed. Such training is offered through the Small Business Development Center.

To date, loans have been responsible for helping save several existing businesses and assisting others with critical startup funds. Without the MOVRC loan programs, several businesses would have closed their doors and several others would never have found the funding to begin and succeed.

The loans offer different possibilities, giving the lender more flexibility in how monies are secured and, in the terms, offered. It is many agencies working together to help businesses succeed. The revolving loans are usually made at a lower interest rate than conventional commercial loans. Yet, the MOVRC often partners funding with loans from local banks, each providing a portion of the loan package. This results in a lower 'blended rate to the borrower.' It also allows banks to help finance businesses that would not be funded if they were the sole lender. The MOVRC programs are not an option if the business can obtain full financing through a financial institution such as a local bank or credit union.

The MOVRC loan programs were started with a variety of funding through USDA, US-Department of Commerce, Appalachian Regional Commission, WV State programs as the Microloan and State Small Business Credit Initiative. The loans do carry some government restrictions. For more information and to begin an online application, follow the links below or contact someone on our team.

Find your counties loan criteria and availability and for your Small Business Loan Application: <https://www.movrc.org/loan-program>

See contact information below

4. Retired Seniors Volunteer program (RSVP)

More than 470 senior citizens in our region have responded and joined the Retired Senior Volunteer Program. They are part of the one of the largest volunteer efforts in the nation and are engaged in a diverse range of activities. RSVP volunteers serve in a diverse range of nonprofit organizations, public agencies, and faith-based groups. Among their many activities, some mentor at-risk youth, tutor elementary school age children, help plan and organize special events, oversee Neighborhood Watch programs, assist victims of natural disaster, or lend their business skills to community groups that provide critical social services.

RSVP is part of Senior Corps, a network of national service programs that provides Americans age 55 and older the opportunity to apply their life experience to meeting community needs. The purpose is to enrich the lives of older adults through significant community service that is tailored to meet the needs of each area. Volunteers choose when and where they want to serve. They are interviewed and matched with the most compatible locations.

Eligibility: RSVP is open to any person age 55 and older. Most volunteers are paired with local organizations that are already helping to meet community needs. Time commitments range from a few hours a month to almost full time, with four hours a week being an average amount. There are no restrictions based on education, income or experience. Anyone who wants to feel useful, needed and appreciated will profit from becoming part of the RSVP network.

Volunteer Benefits: RSVP volunteers are not paid, but sponsoring organizations may reimburse them for some costs incurred during service. RSVP provides appropriate volunteer insurance coverage, and volunteers receive pre-service orientation and in-service training from the agency or organization where they are placed.

- Top Five Places of Local RSVP Service
- Senior Citizen Centers
- Schools
- Parkersburg Police Department
- Jackson General Hospital
- American Red Cross

The 470 local RSVP volunteers give approximately 56,000 hours annually to help others. The impact made by these volunteers on their communities is immeasurable. As for themselves, the

gain of self-worth and independence is also incalculable. If you would like to begin serving with RSVP, please contact us!

<https://www.movrc.org/contact> See contact information below



5. Senior Companion Program

The Senior Companion Program (SCP) is a volunteer program that taps into the life experience of adults 55 years or older. Senior Companion Volunteers help those who may be at risk of losing their independence or find comfort, friendship and much needed assistance in a home environment.

SCP provides a way for older adults age 55 and older to help other people who have difficulty with daily living tasks, such as grocery shopping, meal preparation, light housekeeping, or even bill paying. Senior companions spend from 15 to 40 hours a week helping two to four adult clients live independently in their own homes. Three-quarters of that time is spent developing companionship through games, puzzles, reading and talking. The final quarter is environmental in nature – the part where the companion makes a meal, dust or sweeps the floor. Individual assignments are based on volunteers' physical abilities.

More than 110 seniors can participate in this program serving those needing assistance in Barbour, Berkeley, Braxton, Brooke, Cabell, Doddridge, Gilmer, Harrison, Kanawha, Lewis, Marion, McDowell, Mercer, Monongalia, Pleasants, Preston, Raleigh, Randolph, Ritchie, Taylor, Tucker, Upshur, Webster and Wood counties. New volunteers are always welcomed to apply.

Senior companions often provide relief to care givers that are caring for a loved one and just need a break to rest, run errands and other activities of daily living. Senior Companion also serve veterans and adults 18 years or older with a handicap. In return for their volunteer service, they receive a stipend of \$2.65 per hour, accident and liability insurances and meals while on duty, reimbursement for transportation, monthly training and boost their self-esteem. Volunteer must meet income guidelines, have a current physical, state and federal background check. The stipend earned is nontaxable and does not affect and benefits you receive.

It is a way for people to stay active in the community. It is an opportunity to create friendships and show compassion for others. If you would like more information or would like to volunteer with us, please contact us!

<https://www.movrc.org/contact> See contact information below



6. Workforce Development Board – See page 53 of this resource guide

7. WWW Interstate Planning Commission

WWW is preparing an updated Long-Range Transportation Plan (LRTP) and seeking public input on current transportation conditions, issues and needs. Please visit our Online Public Open House at <https://horizon2045-movrc.hub.arcgis.com/> and provide comments anytime between now and December 31, 2020.

WWW is the Metropolitan Planning Organization (MPO) for the Parkersburg, WV-Marietta, OH urbanized area which oversees the use of Federal Funds for transportation projects.

The WWW designated study area expands beyond the urban area boundary to encompass all of Wood County, West Virginia, and portions of Washington County, Ohio, including the townships of Newport, Marietta, Fearing, Muskingum, Warren, Dunham and Belpre. Initially, Wirt County, West Virginia was included in both the Metropolitan Statistical Area (MSA) and the transportation planning study area. When the Census Bureau excluded Wirt County from the MSA during the 1980 census, the county was eliminated from the study area. However, the official name of the organization remained the same.

Our specific work areas are listed below. Follow the links for more information:

- Bike & Pedestrian Publications
- Helpful Links
- Long Range Transportation Plan
- More about WWW
- News
- Obligated Projects
- Progress Reports
- Public Notices
- Traffic Counts
- Transportation Improvement Program (TIP)
- TIP Amendments
- WWW Reports

<https://www.movrc.org/www-interstate-planning-commission> See contact information below



8. MOVRC GIS Program

The MOVRC GIS Program is available to assist our local communities and Public Service Districts (PSDs) with creating and/or expanding their GIS services. In 2019, the MOVRC signed on to the Regional Enterprise Agreement with ESRI to provide cutting edge GIS technology to the governments and PSDs in our region at a significantly lower rate to these agencies. Contact Vincent Post, GIS Manager, if you are interested in getting information about the program, or how our staff can assist your organization in GIS development.

To view some of the work completed by the staff in the MOVRC GIS Program visit their website at <https://www.movrc.org/movrc-gis>

Contact Information for all MOVRC Programs
(304) 422-4993
709 Market Street, Parkersburg, WV 26101



External Resources
(Non-State-Government Affiliated)

EXTERNAL RESOURCES (NON-STATE GOVERNMENT AFFILIATED)

The following resources have more of an independent structure, compared to the previous resources, that fall outside the overall umbrella of the Workforce West Virginia government structure:

1. West Virginia Manufacturing Extension Partnership (WVMEP)
2. Office of Federal Contract Compliance Programs (OFCCP)
3. U.S. Small Business Administration (SBA)

1. West Virginia Manufacturing Extension Partnership (WVMEP)

WVMEP helps transform companies and drive manufacturing growth and innovation into the 21st century. It is funded by the state and federal government to work primarily with manufacturers and warehouse distribution businesses. Ideally, companies are small to midsize (under 500 employees).

The West Virginia Manufacturing Extension Partnership (WVMEP) is a program in the West Virginia University (WVU) Statler College of Engineering and Mineral Resources Industrial Extension. WVMEP's strengthen, empower, and grow West Virginia manufacturing to improve the competitiveness of West Virginia both locally and globally, while also serving as the outreach arm of the Statler College connecting WVU resources to West Virginia manufacturers. WVMEP provides manufacturing consulting services to West Virginia industry including:

- Production process improvement
- Quality and management systems
- Innovation and growth services
- Safety and industrial hygiene

The WVMEP helps manufacturers and works closely with state and economic development resources to provide additional support and ensure all needs of the manufacturers are addressed.

Contact Information
317 Mineral Resources Building, PO Box 6070 Morgantown, WV 26506
(304) 293-6831
www.wvmep.com



2. Office of Federal Contract Compliance Programs (OFCCP)

The purpose of the Office of Federal Contract Compliance Programs is to ensure that employers doing business with the Federal government comply with the laws and regulations requiring nondiscrimination. In carrying out its responsibilities, the OFCCP uses the following enforcement procedures:

- Offers technical assistance to federal contractors and subcontractors to help them understand the regulatory requirements and review process.
- Conducts compliance evaluations and compliant investigations of federal contractors and subcontractors' personnel policies and procedures.
- Obtains Conciliation Agreements from contractors and subcontractors who are in violation of regulatory requirements.
- Monitors contractors' and subcontractors' progress in fulfilling the terms of their agreements through periodic compliance reports.

- Forms linkage agreements between contractors and Labor Department job training programs to help employers identify and recruit qualified workers.
- Recommends enforcement actions to the Solicitor of Labor.

Contact Information

United State Department of Labor of OFCCP, Northeast Region

201 Varick Street, Room 750, New York, NY 10014

Main office: (646) 264-3170

TTY national office: (877) 889-5627

Pre-award email: OFFCCP-NE-PreAward@dol.gov

Compliant department: dol.gov/ofccp/regs/compliance/pdf/pdfstart.htm



3. United States Small Business Administration (SBA)

The SBA helps American start, build, and grow businesses. Through an extensive network of field offices and partnerships with public and private organizations, SBA delivers its services to people throughout the country. SBA provides assistance primarily through its four programmatic functions:

- Access to Capital including business financing;
- Entrepreneurial Development including education, information, technical assistance and training;
- Government Contracting including federal procurement; and
- Advocacy for small businesses. The SBA also assesses the impact of the regulatory burden on behalf of small businesses as well as conducts a vast array of research on American small businesses and the small business environment.

Contact Information

United State Small Business Administration, Region 1

10 Causeway Street, Room 265, Boston, MA 02222

Main office: (617) 565-5590

Sba.gov/offices/district/ma/boston



Helpful Websites

HELPFUL WEBSITES

West Virginia One Stop Business Portal

<https://business4.wv.gov/Pages/default.aspx>

The online business portal is an online resource for current businesses or entities starting up and provides information, tools, and more to help businesses succeed in West Virginia.

Healthcare.gov

<https://www.healthcare.gov/small-businesses/shop-rates/west-virginia/>

The Healthcare.gov is an independent state agency that helps West Virginia employers find the right health insurance plan for their business. Small businesses with fewer than 25 employees making less than an average of \$50,000 per year, you may qualify for a tax credit worth up to 50% of your contribution to employees' premiums.

To determine your tax credit, visit the Premium Tax Credit Estimator

<https://www.healthcare.gov/shop-calculators-taxcredit/>

SHOP Call Center (800) 706-7893 (TTY 711) Mon- Fri 9 a.m. - 5 p.m. ET.

LMI

<http://lmi.workforcewv.org/>

Labor Market Information (LMI) is a collection of different types of information on the current job market. It includes:

- The expected number of job openings.
- How much a given job pays.
- Working conditions.
- Knowledge, skills, and interests applied.
- Related jobs and training.

Onet Code Connector

<https://www.onetcodeconnector.org/>

The O*NET Program is the nation's primary source of occupational information. Valid data are essential to understanding the rapidly changing nature of work and how it impacts the workforce and U.S. economy. From this information, applications are developed to facilitate the development and maintenance of a skilled workforce.

Central to the project is the O*NET database, containing hundreds of standardized and occupation-specific descriptors on almost 1,000 occupations covering the entire U.S. economy. The database, which is available to the public at no cost, is continually updated from input by a broad range of workers in each occupation.

O*NET information is used by millions of individuals every year, including those taking advantage of O*NET Online, My Next Move, and other publicly and privately developed applications. The data have proven vital in helping people find the training and jobs they need, and employers the skilled workers necessary to be competitive in the marketplace.

U.S. Bureau of Labor Statistics

<https://www.bls.gov/>

The U.S. Bureau of Labor Statistics (BLS) is the principal fact-finding agency for the federal government in the broad field of labor economics and statistics. BLS is an independent national statistical agency that collects, processes, analyzes, and disseminates essential statistical data for the public, Congress, other federal agencies, state and local governments, business, and labor. BLS also serves as a statistical resource for the U.S. Department of Labor.

BLS data must satisfy a number of criteria, including relevance to current social and economic issues, timeliness in reflecting today's rapidly changing economic conditions, accuracy, consistently high statistical quality, and impartiality in both subject matter and presentation.

Contact List

CONTACT LIST

Contact Information	Phone	Address
Workforce West Virginia Career Services		
State Coordinator, Work Opportunity Tax Credit (WOTC)	(304) 558-5050	
Program Coordinator, Veteran Employment and Training	(304) 399-9263	
State of WV Veterans Coordinator	(304) 558-1138	
Workforce Innovation and Opportunity Act (WIOA)—Training Fund Program		
Employer Service Program Specialist, Workforce Development Board Mid-Ohio Valley	(304) 454-7272 ext. 1340	709 Market Street Parkersburg, WV 26101
Workforce Development Board Mid-Ohio Valley		
Employer Service Program Specialist	(304) 454-7272 ext. 1340	709 Market Street Parkersburg, WV 26101
The Division of Apprenticeship Standards (DAS)—Apprenticeship Programs		
Office of Apprenticeship U.S. Department of Labor	(877) 872-5627	
Office of Apprenticeship Training Representative	(304) 623-7034	
Department of Labor Standards (DLS)—OSHA Consultation Program		
Safety Consultant (OS)	(304) 558-7890	
Labor Inspector II (CS)	(304) 558-7890	
Workforce West Virginia Career Services—Rapid Response		
Rapid Response Coordinator	(304) 558-8414	
West Virginia Development Office		
Morganne Tenney Business Retention & Expansion	(304) 941-2320 (304) 424-8542	1 Government Square Parkersburg, WV 26101
Economic Development Administration		
Clay County	(304) 587-2034	P.O. Box 57 300 Center Street Clay, WV 25043
Jackson/Roane County	(304) 372-1151	167 Seneca Drive Ripley, WV 25271
Calhoun/Wirt County	(304) 354-7797	823 E Schoolview Street Elizabeth, WV 26143
Mason County	(304) 675-1497	305 Main Street Point Pleasant, WV 25550
Pleasants County	(304) 684-1220	P.O. box 339 309 Second Street St. Marys, WV 26170
Chamber of Commerce		
Pleasants County	(304) 684-9909	309 Second Street St. Marys, WV 26170
Ritchie County	(304) 643-2500	P.O. Box 217 West Main Street

		Harrisville, WV 26362
The Mid-Ohio Valley (Wirt, Wood)	(304) 422-3588	501 Avery Street 9 th Floor Parkersburg, WV 26101
Jackson County	(304) 373-1117	167 Seneca Dr Ste C Ripley, WV 25271
Mason County	(304) 675-1050	304 Main Street Point Pleasant, WV 25550
Roane County	(304) 927-1780	207 Court Street Spencer, WV 25276
American Job Centers		
Wood County Comprehensive Site	(304) 420-4531	600 the Street, 5 th Floor Parkersburg, WV 26101
Jackson County Satellite Site	(304) 373-0313	206 Stone Drive Ripley, WV 25271
Mason County Satellite Site	(304) 675-7726	404 Main Street Pt. Pleasant, WV 25550
Roane County Satellite Site	(304) 927-0954	321 Market Street Spencer, WV 25276
Clay County Affiliate Site	(304) 587-2686	4208 Wallback Road Wallback, WV 25285
Ritchie County Affiliate Site	(304) 643-2855	2479 Ellenboro Road Harrisville, WV 26362



Workforce Development Board Mid-Ohio Valley

709 Market Street
Parkersburg, WV 26101
Phone: 304-424-7271
Fax: 304-422-4998
<https://wdbmov.com>

**NOTE: information contained in this document is specific to the Workforce Development Board
Mid-Ohio Valley Region 4**

WDB is an Equal Opportunity Employer/Program - Auxiliary Aids and Services are available upon request to Individuals with disabilities. Veterans Priority for Participants: The Jobs for Veterans Act (Public Law 107-288) requires priority of service for veterans and spouses of certain veterans for employment, training, and placement. West Virginia Relay 7-1-1 Equal Opportunity questions or concerns should be directed to: MOV WDB 709 Market Street Parkersburg WV 26101 Phone#: 304-424-7271. EO Officer, Miranda Lough, EO Officer, MOVRC, 709 Market Street, Parkersburg WV 26101, 304-424-7271 extension 1340, miranda.lough@movrc.org.