

**Commonwealth of Virginia - Return to Earn Initiative
Application for Funding/Funding Agreement**

PLEASE READ THE GUIDELINES ON PAGE 3 TO DETERMINE ELIGIBILITY PRIOR TO COMPLETING THIS APPLICATION

Legal Business Name: _____

Employer FEIN #: _____

Locality:

<input type="checkbox"/> Augusta County	<input type="checkbox"/> Shenandoah County
<input type="checkbox"/> Bath County	<input type="checkbox"/> Warren County
<input type="checkbox"/> Clarke County	<input type="checkbox"/> Buena Vista City
<input type="checkbox"/> Frederick County	<input type="checkbox"/> Harrisonburg City
<input type="checkbox"/> Highland County	<input type="checkbox"/> Lexington City
<input type="checkbox"/> Page County	<input type="checkbox"/> Staunton City
<input type="checkbox"/> Rockbridge County	<input type="checkbox"/> Waynesboro City
<input type="checkbox"/> Rockingham County	<input type="checkbox"/> Winchester City

Industry Classification:

<input type="checkbox"/> Healthcare	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Information Technology	<input type="checkbox"/> Education
<input type="checkbox"/> Construction	<input type="checkbox"/> Transportation & Logistics
<input type="checkbox"/> Education	<input type="checkbox"/> Childcare Facilities
<input type="checkbox"/> Other: _____	

Business Contact Name: _____

Title: _____

Phone Number: _____

Email Address: _____

Physical Address: _____

City, State, Zip: _____

Mailing Address: _____

City, State, Zip: _____

Total # of Employees: _____

(Must be less than 100 employees statewide)

Estimated # of New Hires to Support: _____

(Only new hires between June 1, 2021 and December 31, 2021 are eligible)

Total amount of Hiring Bonus to be paid: _____

(Including allowable match up to \$500 per qualified employee)

Position Title	Hourly Wage	Classification (PT/FT)

By my signature below, I certify that all of the above information is correct to the best of my knowledge. I also certify that I am authorized to enter into this agreement with the Shenandoah Valley Workforce Development Board, Inc. on behalf of the above business. I further attest that I understand and agree to the following:

- Our business is not currently disbarred from receiving federal or state funds.
- Our business is current on all state obligations.
- Our business will retain records of employees hired who received funding support through the Return to Earn initiative, including hiring date, hourly wage, position title, classification (full-time or part-time), the total amount of hiring support provided to the employee over what time period and **proof of hiring bonus payment to the employee.**
- Funds will be rescinded, and collection action will be initiated if future audit activity determines violation of any terms of the agreement, including any false statements.
- To receive funding, separate funding requests will be completed for each employee, with each employee self-attesting that they were unemployed prior to being hired by the above business.
- Funding received through this project must adhere to the General Provisions set forth by the U.S. Department of Labor Employment and Training Administration through the Workforce Innovation and Opportunity Act (WIOA). [Click here for General Provisions.](#)

Business Representative Signature

Signature: _____
Printed Name: _____
Title: _____
Date: _____

Shenandoah Valley Workforce Development Board, Inc. Signature

Signature: _____
Printed Name: Sharon Johnson, Ph.D.
Title: Chief Executive Officer
Date: _____

***An Equal Opportunity Employer/Program.
Auxiliary aides, services and interpreters are available upon request. TDD-VA Relay: 711.
Sharon Johnson | EO Officer | | 540-442-7134, Ext. 110
A proud partner of the American Job Center Network***

*This project is 100% funded by an award from the U.S. Department of Labor Employment and Training Administration Workforce Innovation and Opportunity Act (WIOA) grant # AA-34799-20-55-A51 in the amount of \$117,356.00.
This award was made to Page County on behalf of Local Workforce Development Area 4 – Shenandoah Valley by the pass-through entity, the Virginia Community College System. No costs of this project are financed by non-governmental sources.*

SUBMIT APPLICATION TO: Joan Hollen, jhollen@vcwvalley.com or mail to Shenandoah Valley Workforce Development Board, 1076 Jefferson Highway, Staunton, VA 24401. For additional information or questions, contact Joan Hollen by email or phone 540-442-7134 Est. 100.

Commonwealth of Virginia – Return to Earn Initiative Guidelines for Eligibility

The initiative will match up to \$500 that a qualifying small business pays directly to a new employee hired after May 31st, 2021, with a maximum reimbursement of 25 new hires per employer. **(Qualifying small childcare businesses, who may be facing particularly challenging workforce shortages, may qualify for up to \$500 per new hire without the requirement to match).**

Employer must initially cover the full amount of hiring bonus and provide the funds directly to new hires prior to requesting a reimbursement. Payment to the employee can be either one lump sum or in installments to cover the ongoing costs of childcare, transportation, or other barriers to re-employment. Verification of how funds are used by the new hire is not required. **Employer must include proof of hiring bonus payment to employee with the request for reimbursement.**

Only employers with fewer than 100 employees across all Virginia locations may qualify for funds. The employment facility where new hires will be placed must be located in the Commonwealth of Virginia, and the employer must be incorporated in Virginia.

Wages for new hires must be a minimum of \$15.00 per hour. The position must be W-2 employment but can be part- or full-time. **Only new employees hired by the employer between June 1, 2021 and December 31, 2021 are eligible for a hiring bonus reimbursement up to \$500 per employee. The individual hired must be unemployed at the time of hire (as attested by the individual) to be eligible for a hiring bonus match**

Application Process:

1. Employer completes and signs Return to Earn Application and Agreement and submits to Joan Hollen, SVWDB Representative, <mailto:jhollen@vcwvalley.com>, 540-442-7134 ext. 100.
2. The application is reviewed and approved or denied based on eligibility guidelines.
3. Employer is notified of grant award or denial.
4. If awarded, **the Employer submits a reimbursement request for each eligible employee receiving a hiring bonus along with proof of hiring bonus payment to the employee.**

NOTE: Reimbursement request forms must be submitted in a timely manner as hiring bonuses are paid to the employee. This will allow the SVWDB to track grant fund expenditures and provide accurate monthly reporting to the state. The grant concludes on December 31, 2021 and all reimbursement requests must be received by January 15, 2022.

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