



West Virginia Development Office

Program: Competitive Improvement Program (CIP)

Contact Sharon L. Phillips, Manager
304.558.2234
GGWFP@WV.org
www.wvcommerce.org

Target Audience West Virginia's existing small (less than 50 employees) to medium (50-500 employees) sized businesses, manufacturing and non manufacturing, that are facing competitiveness issues and have a need to stimulate their global competitiveness, as well as address critical work force issues through customized training. Businesses utilizing our CIP program do not have to be creating jobs but do have to show need for work force training.

Funding Federal – Appalachian Regional Commission (ARC)

Total available:

Minimum or maximum amount a participant can receive:

Under this program, the West Virginia Development Office can reimburse up to fifty percent, not to exceed two thousand dollars per trainee, of training cost of existing employers in West Virginia businesses that are not in an expansion mode, but have a need for work force training for existing employees. Funding decision is based on a variety of factors: need, wages paid vs. median per capita income of area, etc. This program operates on a reimbursement basis.

Application Process

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

Applying for funding through the GGWFP is a two step process:

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

West Virginia Development Office continued ...

Program: Competitive Improvement Program (CIP)

Application Process Continued

Deadlines:

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

Description

West Virginia's Competitive Improvement Program (CIP) helps existing West Virginia businesses that are not creating jobs to stimulate their global competitiveness, as well as address critical work force issues through customized training. Existing West Virginia businesses, eligible for assistance, have access to financial and technical resources to help build dynamic and self-sustaining economies. This program increases the retention of businesses and industries while developing world-class, high-performance, flexible businesses that are able to compete in a global economy.

Eligible Applicants

- Eligible companies do not have to be creating jobs but do have to show need for work force training to support a competitive improvement activity.
- Up to 50/50 award-cash match and an in-kind contribution required.

Restrictions

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