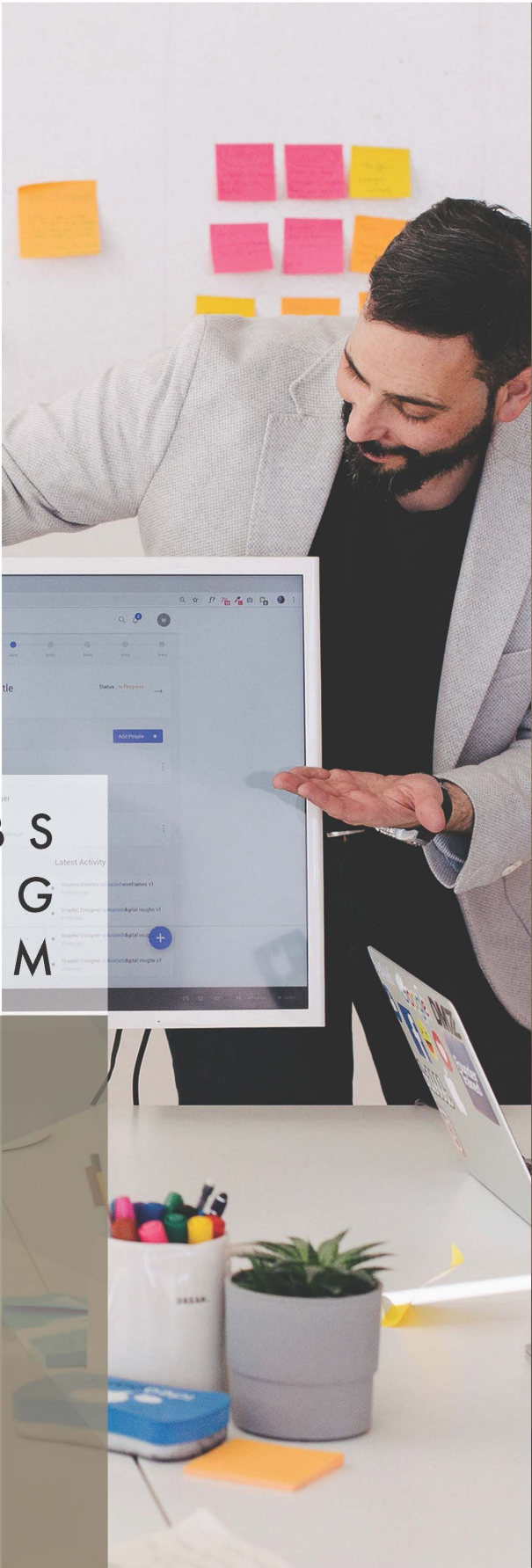


JOB TRAINING
FOR NEW AND
EXPANDING
BUSINESSES

NEW JOBS
TRAINING
PROGRAM



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I. Introduction: Program Basics

Purpose

This guide is designed to provide guidance to staff on the ND New Jobs Training Program. It provides a description, eligibility criteria, allowable costs and activities, application procedures, forms to be used, and general information relating to ND New Jobs Training. The authority for establishing guidelines for administration of the ND New Jobs Training in the state of North Dakota is provided in chapter 52-02.1 of the North Dakota Century Code, and in Article 27-04 in the Administrative Code. Job Service North Dakota (JSND) has responsibility for the administration of the ND New Jobs Training.

Background

The 1993 Legislative Assembly enacted into law the ND New Jobs Training Program. The ND New Jobs Training Program provides incentives to primary sector businesses that are creating new employment opportunities within ND.

Objective

The program provides a mechanism for businesses to secure funding to help offset the cost of training new employees by the capture of state income tax withholding generated from newly created jobs. Funding is to help a business with the known costs created when new job positions are created.

Definitions

Throughout this section the following definitions will apply. NDCC 52-02.1-01 provides the following definitions for the ND New Jobs Training Program:

- **“Administrator”** is a state agency duly organized and validly existing under the laws of the state of North Dakota (the State).
- **“Agreement”** is the agreement between an employer and JSND concerning a project.
- **“Base employment level”** means the number of full-time jobs an employer employs prior to the date of the commencement of the project.
- **“Benefits”** is a collection of non-cash compensation elements, including, but not limited to, income protection, health coverage, retirement savings, and vacation and income supplements for employees, provided in whole or in part by employer payments.
- **“Community”** means the city or county in which an eligible primary sector business is or will be located or a local development corporation, community organization, or any other group the interest of which is in the economic growth of the area.
- **“Date of commencement of the project”** means the date of the agreement.
- **“Department”** means the Department of Commerce.
- **“Employee”** means the individual employed in a new job.
- **“Employer”** means the individual, corporation, business, partnership, or association providing new jobs and entering into an agreement.
- **“New job”** means a job in a new or expanding primary sector business. The term does not include recalled workers returning to positions they previously held, replacement workers, including workers newly hired as a result of a labor dispute, or other jobs that formerly existed within the employment of the employer in the state.
- **“New jobs credit from withholding”** means the credit as provided in section NDCC 52-02.1-03.

- **“New jobs training program”** or **“program”** means the project or projects established by JSND to provide workers with education and training required for jobs in new or expanding primary sector businesses in the state.
- **“Primary sector business”** means an employer engaged in locating to or in this state which previously had no presence in this state, or in expanding its operations within this state, which through the employment of knowledge or labor, adds value to a product, process, or export service that results in the creation of new wealth, excluding production agriculture. This designation is assigned by ND Dept of Commerce, and is applied for by completing SFN 52998, *Application for Certification as a Primary-Sector Business in the State of North Dakota*.
<https://www.business.nd.gov/forms/IncentiveCertificationForms>
- **“Program costs”** means all necessary and incidental costs of providing program services. The term does not include the cost of purchase of equipment to be owned or utilized by the training or educational institution or service.
- **“Program Services”** means training and education specifically directed to the new jobs, including the following:
 - All direct training costs, such as these:
 - Instructor wages, per diem, and travel;
 - Curriculum development and training materials;
 - Lease of training equipment and training space
 - Miscellaneous direct training costs;
 - Administrative costs;
 - Assessment and testing.
 - In-house or on-the-job training.
 - Subcontracted services with institutions governed by the board of higher education, private colleges or universities, federal, state, or local agencies, or other private training or educational services.
- **“Project”** means a training arrangement that is the subject of an agreement entered into between JSND and an employer to provide program services.

Business Eligibility

The business must achieve Primary Sector Certification from the Department of Commerce.

- The new startup or relocating business must create a minimum of five new full-time positions within the time frame set in an agreement between JSND and the business
- The business that is located in the state must increase its base employment level by a minimum of one new full-time position.
- The business must not be closing or reducing its operation in one area of the state and relocating substantially the same operation to another area of the state.
- The business agrees that every employee participating in the New Jobs Training Program must be paid a wage of at least \$10.00 per hour plus benefits by the end of the first year of employment in a new job position covered under the project.
- An employer must have an economically productive and socially desirable purpose within the state.
- An employer must not be closing or reducing its operation in one area of the state and relocating substantially the same operation in another area of the state. Nor will an employer be determined eligible only because of a name change or selling of the business to another owner or entity.

Program Funding

Funding for the ND New Jobs Training Program is through the capture of state income tax withholding from the new jobs created. Funding is determined by these criteria:

- The number of new jobs to be created listed by occupation and starting salary. (The business provides these numbers.)
- The calculated amount of allowable state income tax withholding available to the project, based on the new jobs created. A table of average withholding taxes, prepared by the ND Tax Department, is used for the calculations that JSND completes.

There are three (3) available methods for funding. In each scenario, the business must complete the quarterly paperwork each quarter for the payments to be processed timely. The business can decide which of the following methods will work best for their needs:

Loan

- JSND provides the business with the amount of available state income tax withholding credits business may potentially receive based on the number of new jobs planned. The business uses this figure to negotiate a loan with a commercial lender, local development corporation, Bank of North Dakota, or other qualified lender. The lender will amortize the loan over a ten-year period.
- The loan and interest are repaid from the state income tax withholding generated from the new job positions created during the term of the project.
- 100% of the qualified state income tax withholding is available to retire the principal and interest on the loan.
- JSND has no involvement in the loan or commitment with the lender.

Grant (Pass through)

- The business negotiates a grant with the state, community organization, a higher education institution, or local economic development corporation. The state tax department sends all reimbursements to that entity which takes its administrative fee (less than 4%- similar to a loan rate) and forwards the rest to the business.
- 100% of the qualified state income tax withholding is available to be used for the grant.

Self-finance

Under the self-finance option, the business will receive 60% of the qualified state income tax withholding credits from the new jobs created as a reimbursement after the quarter has ended and paperwork has been submitted.

Project Length

The maximum period of a ND New Jobs Training project is ten years. State income tax withholding may be captured for up to ten years or until the loan is repaid, or the negotiated level of the grant or self-financing has been reached, whichever comes first. There is some time built into the calculation to help achieve maximum funding even if variables happen (non-ND resident hired into a position, employee not hired until the second year, or position not refilled in later years)

Application Process

Information on the ND New Jobs Training Program is available at www.jobsnd.com under Employers, Workforce Training. The application forms, instructions and a brochure for use with businesses are also available. The Preliminary and Final Agreements can only be prepared by JSND Workforce Program staff after having received the appropriate forms and documentation. An agreement can be cancelled at any point in the application process.

Preliminary Agreement

A preliminary agreement may be entered into between JSND and the business prior to the completion of a final agreement. The Preliminary Agreement must be signed and in place prior to the start date of any employees filling new job positions included under the agreement. To initiate a preliminary agreement, a business should complete and submit the SFN 51042 *New Jobs Training Worksheet*. This establishes an effective date for the ND New Jobs Training Program.

Following is the information needed to complete a Preliminary Agreement:

- Business/company name, address, phone, and fax number.
- Federal Identification number (FEIN).
- State of incorporation.
- Chief Administrative Officer.
- Anticipated date of first hire related to the expansion or location to the state.

The Preliminary Agreement must be signed and in place prior to the start date of any new employees who are filling new job positions that are to be included under the project.

The preliminary agreement provides a 90 day period for the parties to complete negotiation of the final agreement. Individuals who are hired, in the newly created job positions by the business on or after the effective date of the Preliminary Agreement can be included under a ND New Jobs Project.

A Preliminary Agreement will be prepared from the information submitted and will be sent to the employer along with two copies of Form 500 *Authorization to Disclose Tax Information and Designation of Representative*. The Form 500's are required by the state tax department and are needed prior to setting up special accounts to handle the state income tax.

There is no obligation for either party to enter into a Final Agreement.

Final Agreement

To apply for a final agreement, a business should complete SFN 19703 *New Jobs Training Application*. This application will provide information on the business, the finance option selected, lender (if applicable), number and title of new job positions to be created, starting date of training, and certification that the business is a primary-sector business.

A Final Agreement must be signed by JSND and the business to formalize the ND New Jobs Training Program for the newly created jobs by the business. A signed SFN 19703 *New Jobs Training Program Application* is needed to establish a Final Agreement. The Final Agreement will contain the following provisions:

- The start and end date of the training.
- The length and the timeframe each job category will be provided training.
- The number of new job positions to be created and the number of new jobs to be trained.
- The amount of state income tax withholding credits the business is entitled to is based upon the number of new job positions created, the wage for those positions, and the finance option selected.
- Default provisions that are consistent with the administrative rules of this program.
- A provision specifying, upon occurrence of an event of default, the business is ineligible for state income tax withholding credits and shall immediately remit payment in full to satisfy the remaining debt service.

Eligible Employees

An eligible employee is an individual who meets all of these requirements:

- Filling a newly created job position.
- Residing in North Dakota.
- Earning at least \$10.00 per hour plus fringe benefits by the end of the first year of employment. Fringe benefits may include any of the following:
 - Vacation or Sick Leave
 - Health, Dental, or Eye insurance
 - Life insurance
 - Other
- Replacing another individual who is no longer in the position. All individuals occupying the position are included when requesting reimbursement. (When an employee in a 'new job' leaves, the replacement employee continues with that positions number)

All withholding taxes of the individuals occupying a newly created position are included in the request for reimbursement. As employees receive wage increases, the amount of eligible state income tax will increase, resulting in projects commonly being completed before the ten-year limit.

Renegotiations regarding employees must take place within two years from the project commencement date. If the employer, for any reason whatsoever anticipates that there will be either fewer or more employees than initially listed in the agreement, the employer shall notify the administrator in writing. The notice must specify the updated number of new employees that shall be hired within the two-year time period from the commencement date of the agreement.

Please refer to sections 2.9, 2.10, and 2.11 of the new jobs training agreement for additional information. Upon any amendment to the agreement being affected in accordance with 2.10 and 2.11 of the agreement, the administrator shall so notify the State Tax Commissioner and State Treasurer in writing.

Reporting

The business is required to file their quarterly withholding with the ND Tax Department using Form 306 *Report of Withholding*. The attachment to the Form 306, showing the name, social security number, and qualified ND income tax withholding for each ND resident filling a qualified new job position must also be filed each quarter.

After receipt and verification of Form 306, the North Dakota State Tax Commissioner's Office will electronically transfer the amount of new job credits from withholding to a special fund set up and administered by the State Treasurer.

Reimbursement

Fund Transfers are made by the third working day of the third month following the end of the calendar quarter provided the information on the reimbursements request is consistent with the Form 306. For the first quarter (Jan-Mar), this will occur in June; the second quarter (Apr-Jun) in September, the third quarter (Jul-Sep) in December; and the fourth quarter (Oct-Dec) in March.

The State Treasurer disburses funds directly to the lender on a loan option. The proceeds are to be applied to the principal and interest. Funds are disbursed directly to the grantor on the grant option. Funds are disbursed directly to the business on the self-finance option.

JSND Administration Fee

At the time the Legislature created the ND New Jobs Training Program, they determined that JSND could assess a one-time administration fee for each ND New Jobs project. This administration fee is in lieu of funds being appropriated each biennium. This fee covers the entire ten-year period of the project. This administrative fee is one of the following:

- 5% of the principal of the loan. –or–
- 5% of the grant amount. –or–
- 5% of the self-finance amount the business is eligible to receive.

The administrative fee is due and payable to JSND upon the receipt of the start of reimbursements.

Open Records

JSND is subject to North Dakota Century Code requirements on open records. Applications for training funds submitted to JSND are generally available for public examination. Information which the business believes contains trade secrets recognized by and protected by such as law, or release of which would give an advantage to competitors and serves no public person, or which meets other provisions for confidential treatment as authorized in North Dakota Century Code shall be kept confidential.

Agreement Closures and Transfers

Businesses seeking closure of an agreement or transfers of an agreement due to sale or acquisition must contact JSND.

- If a business is no longer interested in receiving reimbursements or has expended their agreement amount, notice must be sent to JSND to close out the agreement.
- If a business is sold or acquired by an existing business, North Dakota Administrative Code, Article 27-04 must be followed: “The business ceases or announces the cessation of operation at the project site prior to completion date of the term of the agreement, unless such operations are transferred to another facility in the state of North Dakota and job service North Dakota receives assurance of continued employment and repayment.”
- Businesses must use the “edit business” tab on the New Jobs Training website to update their business name, FEIN number, or contact information.

II. Creating a State of ND Login

Online access to the ND New Jobs Training system can be found at: <https://apps.nd.gov/jsnd/njtp/login>. Employers and Grantors will need to create a North Dakota login to access the NJT system.

III. Business/Employer Guide

After you have successfully created a State of ND Login, follow the steps below. Employers have the option to submit a preliminary or a full agreement.

Creating a New Agreement – Preliminary Agreement

On the main page, click the red “Start New Application” button

Submitted	Business	Agreement Date	Status
09/29/2020	Let it sit (ND-029-20)	09/25/2020 - 09/25/2030	Active
07/19/2018	Degelman Industries USA, Ltd (ND-008-18)	08/15/2018 - 08/15/2028	Started
02/01/2021	test ()	02/11/2021 - 02/11/2031	Started
09/25/2020	TEST (ND-030-20)	09/30/2020 - 09/30/2030	Suspended

Answer the following two questions to see if you qualify. A minimum of 5 full-time equivalent, new jobs must be created to qualify.

Qualify

See if you Qualify

Will the business be new to the state of North Dakota?

Yes
 No

Number of new jobs to be created in ND?

Verify

Enter the Business's Federal Employer Identification Number (FEIN)

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Apply for New Jobs Training Program

Qualify

Business

Financial

Job Positions

Additional

Review

Success! You meet the minimum qualifications for the New Jobs Training Program.

General Business Information

Federal Employer Identification Number:

Submit

Fill out the Business Information, Payment Address, Contact, Hiring, and Submission sections. For partial agreements, select “Stop and Submit - I do not know the additional info at this time but would like to establish the contract start date by submitting the application now.” in the “Submission” section.

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Home Access

Apply for New Jobs Training Program

Qualify

Business

Financial

Job Positions

Additional

Review

General Business Information

*Business Name (DBA): Legal Entity Name (if different than Business Name):

*Job Family:

This site incorporates information from [ONET Web Services](#) by the U.S. Department of Labor, Employment and Training Administration (USDOL/ETA).

*State of Incorporation:

*Business FEIN:

45-2007811

*ND Payroll FEIN:

This number is the 11 digit number that is used to file and pay your North Dakota payroll withholding tax each quarter. This number is most likely the company's FEIN plus two digits that were assigned when you opened your North Dakota withholding account with the tax department. If you need assistance getting this number, please contact the Tax Department at 701-328-1248.

*Mailing Address:

*City: *State/Province/Territory: *Zip:

*Business Phone:

Payment Address (if different than mailing address)

Payment Address:

City: State/Province/Territory: Zip:

Contact

*First Name: Middle Initial: *Last Name:

*Phone: *Email:

*Title:

Hiring

*Anticipated first hire date in ND?

Submission

*Would you like to continue or stop here and submit a partial application?

Continue - I would like to continue with the application process and provide the additional information such as: hiring, training, financing, and positions.

Stop and Submit - I do not know the additional info at this time but would like to establish the contract start date by submitting the application now.


Cancel Finish Later Continue

On the Review page, review the information you completed in the application. If you notice any discrepancies, click on the tabs on the left navigation pane to go back and make any necessary corrections.

After you have reviewed the partial application, scroll to the bottom and complete the “Signature” section. Click “Submit Application.”

Signature

*I understand that by checking this box and typing my name below that I am electronically signing my application.

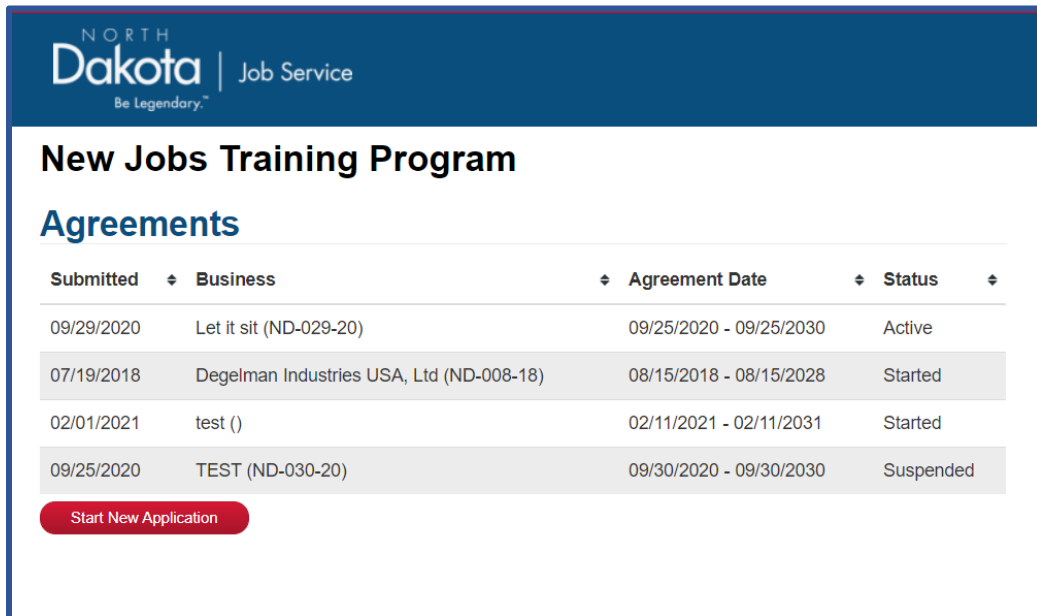
*First Name: Middle Initial: *Last Name:
*Job Title: *Today's Date: 

After your partial application is submitted, you will receive the following email:

*“Thank you. Your partial application has been submitted and your date of first hire has been established. Job Service will review your application and prepare a preliminary agreement. You will need to finish your application by (**date generated dependent upon application submission date**) in order to be eligible for reimbursement for the New Jobs program.”*

Creating a New Agreement – Full Agreement

On the main page, click the red “Start New Application” button.



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New Jobs Training Program

Agreements

Submitted	Business	Agreement Date	Status
09/29/2020	Let it sit (ND-029-20)	09/25/2020 - 09/25/2030	Active
07/19/2018	Degelman Industries USA, Ltd (ND-008-18)	08/15/2018 - 08/15/2028	Started
02/01/2021	test ()	02/11/2021 - 02/11/2031	Started
09/25/2020	TEST (ND-030-20)	09/30/2020 - 09/30/2030	Suspended

[Start New Application](#)

Answer the following two questions to see if you qualify. A minimum of 5 full-time equivalent, new jobs must be created to qualify.



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Apply for New Jobs Training Program

[Qualify](#)

See if you Qualify

Will the business be new to the state of North Dakota?

Yes
 No

Number of new jobs to be created in ND?

[Verify](#)

Enter the Business's Federal Employer Identification Number (FEIN)

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Apply for New Jobs Training Program

Qualify

Business

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Job Positions

Additional

Review

Success! You meet the minimum qualifications for the New Jobs Training Program.

General

Business Information

Federal Employer Identification Number:

Submit

Fill out the Business Information, Payment Address, Contact, Hiring, and Submission sections. For full agreements, select "Continue - I would like to continue with the application process and provide the additional information such as: hiring, training, financing, and positions." in the "Submission" section.

NORTH Dakota | Job Service Home Access
Be Legendary.™

Apply for New Jobs Training Program

Qualify

Business

Financial

Job Positions

Additional

Review

General

Business Information

*Business Name (DBA): Legal Entity Name (if different than Business Name):

*Job Family:

This site incorporates information from [ONET Web Services](#) by the U.S. Department of Labor, Employment and Training Administration (USDOL/ETA).

*State of Incorporation:

*Business FEIN:

*ND Payroll FEIN:

This number is the 11 digit number that is used to file and pay your North Dakota payroll withholding tax each quarter. This number is most likely the company's FEIN plus two digits that were assigned when you opened your North Dakota withholding account with the tax department. If you need assistance getting this number, please contact the Tax Department at 701-328-1248.

*Mailing Address:

*City: *State/Province/Territory: *Zip:

*Business Phone:

Payment Address (if different than mailing address)

Payment Address:

City: State/Province/Territory: Zip:

Contact

*First Name: Middle Initial: *Last Name:

*Phone: *Email:

*Title:

Hiring

*Anticipated first hire date in ND?

Submission

*Would you like to continue or stop here and submit a partial application?

Continue - I would like to continue with the application process and provide the additional information such as: hiring, training, financing, and positions.

Stop and Submit - I do not know the additional info at this time but would like to establish the contract start date by submitting the application now.

Cancel Finish Later Continue

Answer the following question.

NORTH Dakota Job Service | Home Access

Apply for New Jobs Training Program

Qualify
Business
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Review

Financing

*Will you be borrowing money from a lender against this agreement? (Receive 100% reimbursement)

Yes
 No

If you are borrowing money against a lender, you will select “Yes” for the question above. This will prompt you to enter a Lender Name. If your Lender is not in the drop-down list, please contact Job Service for additional help.

Financing

*Will you be borrowing money from a lender against this agreement? (Receive 100% reimbursement)

Yes
 No

*Lender Name:

If you are using a Grantor or are self-financing, you will select “No” for the question above. You will then select the option that best fits your application:

Financing

*Will you be borrowing money from a lender against this agreement? (Receive 100% reimbursement)

Yes
 No

*Have you or are you interested in receiving a grant from the state, a city, or a local economic development corporation?

Yes - We are already working with a grantor. (Receive at least 96% reimbursement)
 Yes - We are not currently working with a grantor but would like Job Service to help us locate one. (Receive at least 96% reimbursement)
 No - We will self-finance the training. (Receive 60% reimbursement)

If you select “Yes - We are already working with a grantor. (Receive at least 96% reimbursement)” you will be prompted to select a Grantor from the drop-down list.

*Will you be borrowing money from a lender against this agreement? (Receive 100% reimbursement)

Yes
 No

*Have you or are you interested in receiving a grant from the state, a city, or a local economic development corporation?

Yes - We are already working with a grantor. (Receive at least 96% reimbursement)
 Yes - We are not currently working with a grantor but would like Job Service to help us locate one. (Receive at least 96% reimbursement)
 No - We will self-finance the training. (Receive 60% reimbursement)

*Grantor Name:

If you select “Yes - We are not currently working with a grantor but would like Job Service to help us locate one. (Receive at least 96% reimbursement)” you can click “Continue” to move forward with the application. Job Service will be in contact to help locate a Grantor for your application.

If you select “No - We will self-finance the training. (Receive 60% reimbursement).” If the check mailing address is the address listed, select “yes”, if “no” fill out the address you would like to receive your reimbursements.

***Would you like your reimbursement check mailed to your current business mailing address below?**

Yes
 No

1601 E Century Ave
 Bismarck, ND 58503

***Mailing Address for reimbursement checks:**

***City:** ***State/Province/Territory:** ***Zip:**

Once you are finished with the Financial section, click “continue” to move to Job Positions section. Fill in the required information. Complete the “title” “number hiring” “Occupation” and “Starting Wage” information to your best ability. The “Occupation” is the best option based on the position you’re listing. The “Occupation” list is derived from the “Job Family” you chose in the “Business Information” section of the application.

New Full Time Positions

Position Counts

***Current Full Time Positions:** ***Current Part Time Positions:**

***New Full Time Positions:** ***New Part Time Positions:**

Title	Number Hiring	Occupation	Starting Wage
Engineer	<input type="text" value="2"/>	Building/Maintenance	Annually 100,000 <input type="button" value="X"/>
Scientist	<input type="text" value="2"/>	Training and Development	Annually 100,000 <input type="button" value="X"/>
Admin Assistant	<input type="text" value="5"/>	Office and Finance Operations	Hourly 14.00 <input type="button" value="X"/>
Laborer	<input type="text" value="11"/>	Helpers--Carpenters	Hourly 18.00 <input type="button" value="X"/>
Carpenter	<input type="text" value="5"/>	Carpenters	Hourly 25.00 <input type="button" value="X"/>

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Fill out the Additional Information page. You will also need to upload your Primary Sector Letter that you received from the North Dakota Department of Commerce.

<https://www.business.nd.gov/forms/IncentiveCertificationForms>

Additional Information

Hiring

*City in ND where the new jobs will be located? Physical Mailing Address

*What are the product(s) manufactured or the service(s) provided?

1,939 characters remaining

*How will training be done? On the job Online Classroom

Primary Sector Letter

The ND New Jobs Program requires a business to be certified as a PRIMARY SECTOR BUSINESS. For verification of certification; we require you to upload the confirmation letter you receive from the ND Department of Commerce. Primary Sector Certification is for businesses that "through the employment of knowledge or labor adds value to a product, process or service which then results in the creation of new wealth". Download the [Primary Sector Certification Form](#), complete, sign and attach it below.

[Primary Sector Letter](#)

Comments

Please leave any comments or feedback regarding your application.

2,000 characters remaining

On the Review page, review the information you completed in the application. If you notice any discrepancies, click on the tabs on the left navigation pane to go back and make any necessary corrections.

After reviewing the application, scroll down to the "Form 500 Authorization" section and review and confirm the disclosure questions. Complete the "Signature" section and click "Submit Application." After your application is submitted, you will be notified by email when the status of your application changes.

Form 500 Authorization

*I hereby Authorize To Disclose Tax Information. The Tax Commissioner is authorized to disclose confidential tax information on file with the Office of State Tax Commissioner to Job Service of North Dakota with respect to the following matters:

Type of Tax: New Jobs Credit Withholding	Form Number: NJCFW Statement - SFN 28280	Tax Year or Period: Duration of the agreement or loan paid off date, whichever occurs first.
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*I hereby Authorize To Disclose Tax Information. The Tax Commissioner is authorized to disclose confidential tax information on file with the Office of State Tax Commissioner to North Dakota State Treasurer with respect to the following matters:

Type of Tax: New Jobs Credit Withholding	Form Number: NJCFW Statement - SFN 28280	Tax Year or Period: Duration of the agreement or loan paid off date, whichever occurs first.
---	---	---

Signature

*I hereby give permission to Job Service North Dakota to research the business's history, contact the business's financial institution, and perform other related activities necessary for the reasonable evaluation of this application. I understand that all information submitted to Job Service North Dakota relating to this application is subject to the Open Records Law, North Dakota Century Code 44-04-18, and that its confidentiality may not be guaranteed. The information provided on this form is true and correct to the best of my knowledge and belief.

*I understand that by checking this box and typing my name below that I am electronically signing my application.

*First Name: Middle Initial: *Last Name:

*Job Title: *Today's Date:

After your application has been approved by Job Service, you will receive a notification in the New Jobs System to go in and review and approve the agreement.

Sign into the New Jobs system and review your agreement. If everything looks good, click “Yes. Approve.” If edits need to be made, click “No. Edit Further.”

Employer Approval

Please review the Agreement below and use the buttons at the bottom to Approve, Edit or Reject.

NJTP_Full_Agreement 1 / 15 64%

COMPANY			ADMINISTRATOR		
Manual Testing			Job Service North Dakota		
1601 E Century Ave			1000 E Divide Ave / PO Box 5507		
Bismarck	ND	58503	Bismarck	North Dakota	58506
Agreement No: ND-032-21 Maximum reimbursement of \$81,908.87 for 25 new jobs.					
<p>This North Dakota New Jobs Training Agreement (the <i>Agreement</i>) is made and entered into as of May 1, 2021, (the <i>Effective Date</i>) between Job Service North Dakota, an agency of the state of North Dakota, (the <i>Administrator</i>) located at: 1000 E Divide Ave / PO Box 5507, P.O. Box 5507, Bismarck, North Dakota, and Manual Testing, a North Dakota corporation (the <i>Employer</i>).</p>					
BACKGROUND					
<p>A. Pursuant to Chapter 52-02.1 of the North Dakota Century Code, (the <i>Act</i>) the Administrator has determined to enter into this Agreement with the Employer for the purpose of establishing a Project (the <i>Project</i>) (as defined in the Act), whereby the Employer will hire, educate, and train approximately 25 employees (the <i>New Employees</i>) to perform Light construction safety equipment and custom manufacturing, at its Bismarck, North Dakota location.</p> <p>B. The Administrator and the Employer are parties to a Preliminary North Dakota New Jobs Training Agreement dated May 1, 2021, (the <i>Preliminary Agreement</i>).</p> <p>C. Bismarck Mandan Chamber EDC (the Grantor) located at 1640 Burnt Boat Dr, Bismarck, ND 58503, has notified the Administrator that the Employer has qualified for a grant (the</p>					

Navigating the New Jobs System - Employers

After you have full agreement has been accepted, sign in to the ND New Jobs Training system:
<https://apps.nd.gov/jsnd/njtp/login>.

The following page should be displayed when you successfully sign in:

View Agreement - Manual Testing NO: ND-032-21 Active ▾

General

Effective: 05/01/2021 - 05/01/2031	Positions Indicated: 25	Positions Reported: Not Available	Customer Service Area: 2
Financer: Edit Bismarck Mandan Chamber EDC	Last Acknowledged:	Administrator: njtpemp1	
Agreement Total: \$81,908.87	Reimbursed:	Balance: \$81,908.87	

Reimbursements

Year: 2021 ▾

Quarter	Amount	Positions Claimed	Status	Status Date
2nd - 2021		0	Not Started	05/13/2021

[See Reimbursement Breakdown](#)

Administrative Fee

Total Fees: \$4,095.44	Fees Paid: \$0.00	Fees Remaining: \$4,095.44
Last Paid:	Amount:	

Pay Fee
View Invoice

Agreement Journal

Filter

Date Created	Activity	User ID
05/13/2021	First reimbursement generated for agreement. Quarter is: 20212	New Jobs System
05/13/2021	Reimbursement available for entry for 20212 (Pending	New Jobs

The “General” dialogue box contains information about the approved agreement. Positions Reported will change based on the adjustments made to the positions including hiring’s and vacancies. Reimbursed and Balance amounts will also change as reimbursements are submitted and approved.

General

Effective: 05/01/2021 - 05/01/2031	Positions Indicated: 25	Positions Reported: Not Available	Customer Service Area: 2
Financer: Edit Bismarck Mandan Chamber EDC	Last Acknowledged:	Administrator: njtpemp1	
Agreement Total: \$81,908.87	Reimbursed:	Balance: \$81,908.87	

The “Agreement Journal” shows activity for the agreement.

Agreement Journal

Start Date  [Filter](#)

Date Created	Activity	User ID
05/13/2021	First reimbursement generated for agreement. Quarter is: 20212	New Jobs System
05/13/2021	Reimbursement available for entry for 20212 (Pending Grantor/Financer Acknowledgement)	New Jobs System
05/13/2021	Tax notified of new agreement	New Jobs System
05/13/2021	Agreement Approved - Employer	njttemp1

The “Business” dialogue box shows the information for the business/employer who the agreement represents. This information was provided during the application process. If changes need to be made to this section, click the “Edit Business” button.

Business

General

Business Name: Manual Testing	Legal Entity Name:	Business FEIN: 45-2067811	ND Account No.: 45-2067811-00
Job Family: Construction and Extraction	<i>This site incorporates information from O*NET Web Services by the U.S. Department of Labor, Employment and Training Administration (USDOL/ETA).</i>		
Mailing Address: 1601 E Century Ave Bismarck, ND 58503	Business Phone: (701) 328-2812		

Contact

First Name: Test	Middle Initial:	Last Name: Manual
Phone: (701) 328-2812	Email: sdewald@nd.gov	

Hiring

Anticipated first hire date: (Agreement start date)
05/01/2021

[Edit Business](#)

Edit the necessary information below and click "Save." If a business is being acquired by another entity that has an active agreement, please contact Job Service for assistance.

General

Business Information

*Business Name (DBA): Legal Entity Name (if different than Business Name):

*Business FEIN: Validate FEIN and Update Employer Information

*ND Payroll FEIN:

This number is the 11 digit number that is used to file and pay your North Dakota payroll withholding tax each quarter. This number is most likely the company's FEIN plus two digits that were assigned when you opened your North Dakota withholding account with the tax department. If you need assistance getting this number, please contact the Tax Department at 701-328-1248.

Mailing Address

*Mailing Address:

*City: *State/Province/Territory: *Zip:

*Business Phone:

Payment Address (If different than mailing address)

Payment Address:

City: State/Province/Territory: Zip:

Contact

*First Name: Middle Initial: *Last Name:

*Phone: *Email:

*Title:

Cancel Save

The Grantor is listed in the "Financing" dialogue box.

Financing

You will use a financier for this agreement.

Lender or Financier:

Bismarck Mandan Chamber EDC

You will be reimbursed at least 96%.

Positions are listed in the “Positions” dialogue box. These can be edited by click the “Edit Positions” button. Positions can be edited for two years after the start date of the agreement. See [I. Introduction: Program Basics](#) in this guide for more information about changing positions.

Positions

Position Count

Current Full Time Positions:	Current Part Time Positions:
25	0
New Full Time Positions:	New Part Time Positions:
25	0

New Full Time Position

Title	# Hiring	Starting Salary	Annual Salary	Tax Rate	Withholding
Engineer	2	Annually: \$100,000.00	\$100,000.00	1.06%	\$1,060.00
Scientist	2	Annually: \$100,000.00	\$100,000.00	1.06%	\$1,060.00
Admin Assistant	5	Hourly: \$14.00	\$29,119.44	0.28%	\$81.53
Laborer	11	Hourly: \$18.00	\$37,439.28	0.45%	\$168.48
Carpenter	5	Hourly: \$25.00	\$51,999.00	0.65%	\$337.99

Edit Positions

Edit positions as necessary, including changes to the numbers hired, wages, and additional positions. Click “Submit to Job Service” after you have completed your changes.

Edit Positions - Manual Testing

Reminder: Changes to the positions will send your agreement to Job Service for review.

Title	Number Hiring	Occupation	Wage		Annual Salary
Engineer	<input type="text" value="2"/>	Building/Maintenance - 37-3019.00	Annually ▾	<input type="text" value="100000"/>	\$100,000.00
Scientist	<input type="text" value="2"/>	Training and Development - 13-1151.00	Annually ▾	<input type="text" value="100000"/>	\$100,000.00
Admin Assistant	<input type="text" value="5"/>	Office and Finance Operations - 43-9199.00	Hourly ▾	<input type="text" value="14"/>	\$29,119.44
Laborer	<input type="text" value="11"/>	Helpers--Carpenters - 47-3012.00	Hourly ▾	<input type="text" value="18"/>	\$37,439.28
Carpenter	<input type="text" value="5"/>	Carpenters - 47-2031.00	Hourly ▾	<input type="text" value="25"/>	\$51,999.00

This site incorporates information from [ONET Web Services](#) by the U.S. Department of Labor, Employment and Training Administration (USDOL/ETA).

Add More

Cancel
Submit to Job Service

The "Additional" "Form 500 Authorization" and "Signature" dialogue boxes were completed during the application phase and cannot be adjusted. Here you can view you [Primary Sector Letter](#) if desired.

Additional

Hiring

City in ND where the new jobs will be located: Bismarck

Physical Address: 1601 E Century Ave

Product(s) manufactured or the service(s) provided:
Light construction safety equipment and custom manufacturing.

How will training be done?
On the job

Primary Sector Letter

[View Primary Sector Letter](#)

Form 500 Authorization

- ✓ Authorized Tax Commissioner to share tax information with Job Service of North Dakota.
- ✓ Authorized Tax Commissioner to share tax information with North Dakota State Treasurer.

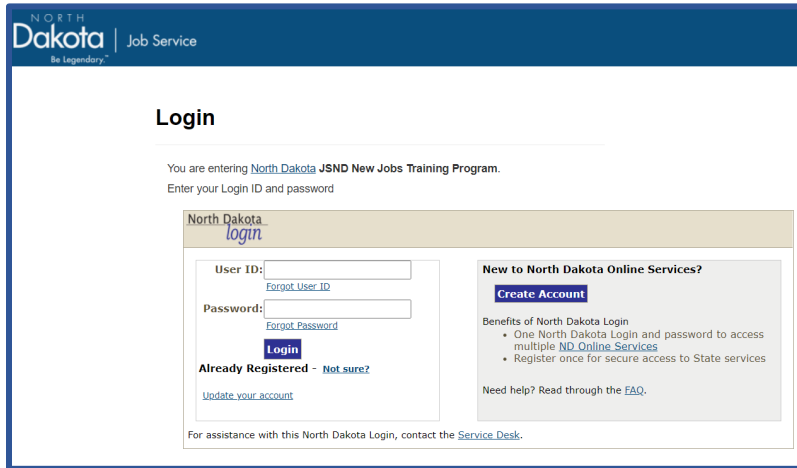
Signature

First Name:	Middle Initial:	Last Name:
Shantel		Dewald
Position:	Today's Date:	
Manager	04/30/2021	

[Return](#)

Requesting Reimbursements

Sign-in to the ND New Jobs Training website: <https://apps.nd.gov/jsnd/njtp/login>.



On the left side navigation, you will see a dialogue box labeled "Reimbursements" that contains your reimbursement information for the active agreement. To submit a reimbursement, click on the quarter you wish to submit the reimbursement for.



You have the choice to do an import of employees or a manual entry to receive your reimbursements.

Request Reimbursement - Let it sit

Agreement: ND-029-20 Quarter: 10/01/2020 - 12/31/2020

Please edit the following if not correct.

Business FEIN: ND Account No.:
45-4545789 45-4545789-01 [Edit](#)

How would you like to enter your employee withholdings for reimbursement?

Import
 Manual Entry

Tax Verification

I stipulate that I do not have any unpaid ND State or Local tax obligations or tax liens. If overdue taxes are found; my reimbursement will be rejected.

[Return](#) [Continue](#)

If you select the Import option, you must download and fill out the excel template that is provided. **DO NOT** adjust the columns or rows in this spreadsheet. Once you have entered the employees, upload the file back into the system and click the "Import" button at the bottom of the screen.

Request Reimbursement - Let it sit

Agreement: ND-029-20 Quarter: 10/01/2020 - 12/31/2020

Import Instructions:

Step 1: Download the MS Excel template: [Download Template](#)
Step 2: Enter the reimbursement information into the template and save the file.
Step 3: Use the "Choose File" button to select your saved file.
Step 4: Click the "Import" button to complete the process.

Select Reimbursement File:

*No file selected. [Choose File](#)

[Cancel](#) [Import](#)

If you select the Manual Entry option, you will be presented with a table to fill out the applicable employee information. Add rows as needed until you've reached the amount of positions that have been created and/or filled. Once your information is complete, click "Submit."

Request Reimbursement - Let it sit

Agreement: ND-029-20 Status: Started Quarter: 10/01/2020 - 12/31/2020

Reimbursements need to be submitted after State of ND quarterly tax withholdings have been submitted to the Tax Department.

paper hanger (5)

Position	Employee	SSN	ND Resident	Amount Withheld	Terminated	
1	---	---	---	---	---	Edit
2	---	---	---	---	---	Edit
3	---	---	---	---	---	Edit
4	---	---	---	---	---	Edit
5	---	---	---	---	---	Edit

Total withheld: \$0.00

[Return](#) [Submit](#) [Delete](#)

If your reimbursement is filled out correctly, you will receive a notification on the main page that says “Reimbursement request has been successfully submitted.” You will also notice the status of the reimbursement has changed to “submitted” on the left side navigation, in the dialogue box labeled “Reimbursements.”

Reimbursement request has been successfully submitted.

General

Effective: 09/25/2020 - 09/25/2030	Positions Indicated: 5	Positions Reported: 2	Customer Service Area: 3
Financer: Edit Greater Fargo Moorhead Economic Development Corp	Last Acknowledged:	Administrator: stevemcg	
Agreement Total: \$53,000.00	Reimbursed: \$0.00	Balance: \$53,000.00	

Reimbursements

Year: 2020

Quarter	Amount	Positions Claimed	Status	Status Date
4th - 2020		2	Submitted	05/14/2021
3rd - 2020	\$0.00	0	Verified	09/29/2020

[See Reimbursement Breakdown](#)

If there are errors in your reimbursement, you will receive a message at the top of your screen outlining where the errors have occurred. If you are unable to make the necessary corrections, or have questions about the errors, please contact Job Service for assistance.

Each reimbursement submitted by the employer will need to be acknowledged by the grantor. An email will be generated and sent to the grantor’s email address listed in the New Jobs System. An employer will receive the following message on their reimbursement until the grantor acknowledges the reimbursement:

Request Reimbursement - Manual Testing

Agreement: ND-032-21 **Status:** Not Started **Quarter:** 04/01/2021 - 06/30/2021

The grantor has not acknowledged the agreement for this quarter yet so the reimbursement request cannot be submitted.

Return

IV. Grantor Guide

Grantor Responsibilities

Businesses choosing to apply for the program under the grant option, must select a community organization, a higher education institution, or local economic development corporation to administer their agreement. The state tax department sends all re-imbursements to that entity which takes its administrative fee (less than 4%- similar to a loan rate) and forwards the rest to the business.

As such, a grantors responsibility is to assist the business with their agreement, including the application, reimbursements and all other administrative functions. This guide can help assist grantors with their administration of the program and the agreements that they oversee.

In the event the grantor is unable to assist an employer with the program, the grantor should contact Job Service for guidance. Examples would be an error message, issues with a reimbursement, questions on an active or potential agreement, etc.

Navigating the New Jobs System - Grantors

Log in to the North Dakota New Jobs Training system: <https://apps.nd.gov/jsnd/njtp/login>.

The following page should be displayed when you successfully sign in:

The screenshot shows the 'New Jobs Training Program' dashboard. At the top left is the 'Dakota Job Service' logo with the tagline 'Be Legendary.'. On the top right are 'Home' and 'Access' links. The main content area is divided into three sections: 'Work Queue', 'Proposals', and 'Agreements'. The 'Work Queue' section has a table with columns 'Received', 'Business', and 'Task'. The 'Proposals' section includes search filters for 'Status Date', 'Proposal Name', and 'Proposal No.', a 'Filter' button, and a table with columns 'Proposal Name', 'Number', 'Date Created', and 'Status'. The 'Agreements' section has search filters for 'Business', 'Agreement No.', and 'Status', and a 'Filter' button. On the right side, there is a 'Notifications' section with a single notification: 'ND-030-20 for TEST suspended. Please login to New Jobs for more information. Notified: 02/01/2021' with a red 'X' icon.

On the right navigation pane under “Notifications” you will see any notifications listed for the agreement(s) underneath your Grantor account.

This is a close-up of the 'Notifications' section from the dashboard. It shows a notification message: 'ND-030-20 for TEST suspended. Please login to New Jobs for more information. Notified: 02/01/2021'. The message is followed by a red 'X' icon. Above the notification, the user is logged in as 'scottmcg' and there is a 'Logout' link. At the top of the page, 'Home' and 'Access' links are visible.

The “Work Queue” will display any pending agreements or reimbursements that require Grantor acknowledgement. If the work queue is blank, there are no items awaiting acknowledgement.

Employers cannot receive reimbursements until the Grantor has acknowledged the reimbursements listed under this Work Queue dialog box.

This is a close-up of the 'Work Queue' section. It shows the title 'New Jobs Training Program' and the sub-section 'Work Queue'. Below the title is a table with columns 'Received', 'Business', and 'Task'. The table is currently empty.

Pending proposals will be listed under the “Proposals” dialogue box. You can also create a new proposal by click the “New Proposal” button below.

Proposals

Status Date:

Proposal Name:

Proposal No:

Status:

Filter

Proposal Name	Number	Date Created	Status
---------------	--------	--------------	--------

[New Proposal](#)

The “Agreements” dialogue box displays all the agreements to which you are the Grantor over. The status will show where the agreement is in the process. i.e. active, pending, under review, cancelled, etc.

Agreements

Business:

Agreement No:

Status: Select

Filter

Business	Status	ND Account No.	Effective	Reimbursed Total	Agreement Balance	Admin Fee Balance
[REDACTED]	Active	[REDACTED]	03/22/2019 - 03/22/2029	\$43,188.00	\$185,455.83	\$9,272.79
[REDACTED]	Active	[REDACTED]	01/01/2018 - 01/01/2028	\$77,778.00	\$109,397.20	\$0.00
[REDACTED]	Active	[REDACTED]	10/01/2015 - 10/01/2025	\$96,484.00	\$311,390.00	\$5,844.72
[REDACTED]	Active	[REDACTED]	08/01/2016 - 08/01/2026		\$375,648.00	\$18,858.61

If you click on any of the businesses/employers listed in the “Agreements” Dialogue box, it will take you to the main page of what the business/employer can view. To navigate the site for employers, go to [Section III. Business/Employer Guide – Navigating the New Jobs System – Employers](#) in this guide.

Acknowledging Reimbursements

Each reimbursement submitted by the employer will need to be acknowledged by the grantor. An email will be generated and sent to the grantor's email address listed in the New Jobs System. An employer will receive the following message on their reimbursement until the grantor acknowledges the reimbursement:

Request Reimbursement - Manual Testing

Agreement: ND-032-21 Status: Not Started Quarter: 04/01/2021 - 06/30/2021

The grantor has not acknowledged the agreement for this quarter yet so the reimbursement request cannot be submitted.

[Return](#)

To acknowledge the reimbursement, sign into the New Jobs System with the State of ND Login you created. If you do not have a State of ND Login, follow the steps in Section II. Creating a State of ND Login located in this guide.

Once you are signed into the system, you will see the reimbursement(s) listed awaiting your acknowledgment in the Work Queue (click on the task you want to complete):

New Jobs Training Program

Work Queue

Received	Business	Task
	Various businesses (1)	Confirm Agreement(s)

Proposals

Status Date: Proposal Name: Proposal No:

Status:

[Filter](#)

Proposal Name	Number	Date Created	Status
New Proposal			

To acknowledge the reimbursement(s), you will need to confirm you are still the grantor for any agreements listed under "Confirm Agreements." Click "Save" when you are finished, and the reimbursement will get sent to the ND Tax Department.

Reimbursements will not be processed until the Grantor has acknowledged each reimbursement that the employers submit.

Confirm Agreements

Please confirm that you are still the grantor for the following agreements.

Confirm	Agreement No	Business	Agreement Amount	Agreement Date	Acknowledgement Quarter
Select	████████	████████████████████	\$4,586,400.00	02/04/2015 - 02/04/2025	20203

[Cancel](#) [Save](#)