

Form 97 Economic Development Set-Aside Job Creation Plan

___ Original Plan ___ Modified Plan

Grantee: _____ Grant control number: _____

Company name: _____ Contact person: _____

Address/City/State/Zip: _____

Type of business: _____ Phone number: _____

Performance period: From _____ to _____

I. Job Title	Full-Time Equivalents	Job Description							
Officials and Managers									
Professional									
Technicians									
Sales									
Office and Clerical									
Craft Workers (skilled)									
Operatives (semi-skilled)									
Laborers (unskilled)									
Service Workers									
Total Full-Time Equivalents (FTEs)									
Number of FTEs planned for LMI persons									
Percentage of FTEs planned for LMI persons									
II. Jobs to be created/retained*	Totals								
<i>Enter quarter ending date for entire performance period</i>									
Total positions to be created									
Number to be filled by/available to LMI persons									
Percentage to be filled by/available to LMI persons (2 divided by 1)									

***An Income Certification Form must be completed and on file for each person applying for a job as a result of the project. It is the Grantee's responsibility to ensure that these documents are maintained. It is advisable for the company to have a written agreement with any referral agency stating they will refer low and moderate income persons and maintain documentation.**

III. How many employees are currently on the company payroll at this site? _____
(Attach supporting documentation, ex. Payroll)

IV. What special recruitment efforts will the company establish to ensure the employment of low and moderate income persons, such as giving low and moderate income persons first consideration in filling positions or taking referrals primarily from agencies that refer only low or moderate Income persons. Please outline any effort(s) and/or attach any contracts the company has with the Employment Security Division (ESD), Arkansas Department of Labor.

V. Will any of the jobs listed require substantial training or work experience or education beyond high school that **may preclude** low and moderate income persons from filling these positions? If so, list the job titles.

VI. If the company listed any job titles in the previous question, will the company undertake any special efforts to “fill” these jobs with low and moderate income persons, such as hiring unqualified persons and providing them with training?

VII. How many employees will be offered employer-sponsored health care? _____

CERTIFICATION

The undersigned is the authorized representative of the Company and certifies that the information contained herein is accurate. The undersigned further certifies that, at a minimum, any new employment or retained employment will meet the 51% low to moderate income family benefit requirement of the Arkansas Community and Economic Development Program.

Certifying Officer

Title

Date

Form 97-I
Job Creation Plan Instructions

Completion of this document is a requirement of the grant between the Arkansas Economic Development Commission, and the grantee and serves as the operational plan for job creation during the performance period. During the performance period, the entries in Section II of the current Job Creation Plan are to be transferred to the Job Status Report, Section C, and used in the *planned* columns for subsequent performance reporting. **All positions reported on this document must be permanent positions that will be created as a result of the project.**

Identifying Information: Enter the grant identification information, along with the company information requested.

Performance Period: Enter the period of time (mm/dd/yyyy) that it will take to create the jobs proposed in the grant agreement. The beginning date should be the same as the grant agreement signature date and the ending date is based on the time frame stipulated in the grant agreement.

SECTION I

Job Title: Enter each job title for all positions that will be created as a result of the project funded, in whole or part, with ACEDP grant funds. If more than one position will be created in one job title, only one entry is necessary.

Full-Time Equivalents: For each job title, enter the number of positions, in full-time equivalents, that will be created as a result of the project. One full-time (40 hr. normal work week) position equals one full-time equivalent. Each part-time position should be reported in tenths/hundredths, e.g. a half-time (20 hr. work week) position would be counted as .5 equivalent. Use the following formula to calculate full-time equivalents:

$$\frac{\text{Number of hours per work week}}{40} = \text{Full Time Equivalent}$$

Total all positions for each job title and enter on the corresponding space.

Job Description: Enter a brief general description of the primary tasks of each job title.

Total Full-Time Equivalents: Add all full-time equivalents for all job titles and enter the sum in this space.

Number of Full-Time Equivalents Planned for Low and Moderate Income Persons: Enter the number of full-time equivalents that are planned to be filled by/available to low or moderate income persons. This number cannot exceed the **Total Full-Time Equivalents** listed in the line above.

Percentage of Full-Time Equivalents Planned for Low and Moderate Income Persons: Divide the number of full-time equivalents planned for low and moderate income persons (last entry) by the total full-time equivalents (entry before last entry) and convert to a percentage.

SECTION II

Quarter Ending Date: Enter the quarter ending date in each of the columns for the entire performance period listed at the top of the form. Reporting periods are January – March, April – June, July – September, and October – December. Ending dates should reflect 03/31/XX, 06/30/XX, 09/30/XX, and 12/31/XX for the performance period listed at the top of the form.

Lines 1 And 2: Below each quarter ending date column, on lines 1 and 2, enter the planned full-time equivalents (jobs) that are to be created for each quarter for the entire performance period: e.g., if the company plans to create twelve (12) jobs in a year period, at a rate of three (3) jobs per quarter, the entries should be 3, 3, 3, and 3 for each successive quarter. If no jobs are planned for a particular quarter, enter zero. Add all entries in the previous columns and enter this number in the **Totals** column.

Line 3: Divide Line 2 by Line 1, convert to a percentage and enter for each quarter of the performance period.

SECTIONS III, IV, V, and VI

Answer each question as presented. If more space is necessary, use blank sheets with roman numerals and corresponding answers. Be sure to use Page ___ of ___ in order that the Division knows the total number of pages per plan submitted