

JOB TRAINING  
FOR NEW AND  
EXPANDING  
BUSINESSES

NEW JOBS  
TRAINING  
PROGRAM



NORTH  
**Dakota** | Job Service  
Be Legendary.™

## Introduction

Job Service North Dakota administers the North Dakota New Jobs Training Program. The New Jobs Training Program provides incentives to primary-sector businesses and industries that are creating new employment opportunities through business expansion or relocation to North Dakota. The program provides a mechanism for businesses to secure funding to help offset the cost of training new employees.

## Funding Assistance

New Jobs Training Program funds are made available through the capture of state income tax withholding generated from the newly-created, permanent, full-time positions.

Under the New Jobs Training Program, a business obtains funds in the form of a loan, grant, or self-financing option.

- A loan may be obtained from a commercial lender, local development corporation, the Bank of North Dakota, or other qualified lender. Reimbursements to repay the loan (plus interest) are made directly to the lender.
- A grant may be obtained from the state, a city, or a local economic development corporation. Reimbursements for a grant are made directly to the granting community or local economic development corporation.
- Under the self-financing option, 60 percent of the allowable state income tax withholding can be reimbursed directly to the participating business.

State income tax withholding can be captured for up to a ten-year period or until the loan is repaid, or the self-financing or grant obligations have been met, whichever comes first.

## Business Eligibility

A business must be a primary-sector business in order to be eligible for New Jobs Training Program benefits. “*Primary-sector business*” is defined as an individual, corporation, limited liability company, partnership, or association through which the employment of knowledge or labor adds value to a product, process, or service that results in the creation of new wealth. This term includes tourism, but does not include production agriculture.

Other qualifying criteria include:

- A new employer locating in North Dakota must create a minimum of five new jobs.
- Expanding businesses must increase their base employment level by a minimum of one new job.
- A 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.
- Employees in eligible new positions must be paid a minimum of \$10 per hour plus benefits by the end of the first year of employment in the new job position created.

## Calculation of State Income Tax Withholding Credit

The amount of state income tax withholding available to a project is based on the following criteria:

- The number of permanent, full-time new positions created.
- The wage rate paid to individuals filling the new positions.
- A withholding formula provided by the North Dakota State Tax Department which is applied to the actual annual salary of the new jobs being created.
  - The formula considers the individual's average tax liability using a varying number of exemptions.
  - The formula is applied to the annual gross wages of the new jobs created, and is then multiplied by the number of new positions in each pay category.
  - This figure is then multiplied by ten (the maximum number of years of the program) to establish the maximum state income tax withholding available under the North Dakota New Jobs Training Program.

## Determining the Loan, Grant, or Self-Financing Amount

The business provides the lender with the amount of state income tax withholding available.

- Based on the interest rate charged and draw-down schedule established by the business, the lender amortizes the total amount of state income tax withholding to determine the loan amount.
- Under the self-financing option, 60 percent of the allowable quarterly withholding will be reimbursed directly to the business up to the maximum available withholding identified in a program agreement.
- A grant is based upon the amount of state income tax withholding available.

## Length of Reimbursement

Most loans, grants, and self-financing options will be reimbursed in less than the ten-year program period if the business creates the number of new jobs identified in the North Dakota New Jobs Training Program agreement at the wage rates projected.

Early reimbursement takes place when:

- *Average* tax liabilities are used to calculate the amount of state income tax withholding credit available, but the *actual* withholding reported is used to credit reimbursements.
- Most individuals have more state income tax withheld than their actual tax liability.
- The agreement does not build in salary increases during the ten-year period, resulting in larger withholdings.

## Loan, Grant, and Self-Finance Proceeds

Funding received by loan, grant or through self-financing options is intended to be used for training the individuals hired in the newly-created jobs. The program will be monitored to insure that the number of new positions agreed to in the final agreement are actually created, and that these new positions are paid at least the wage specified in the agreement.

## Administration Fees

A five percent administration fee is due and payable to Job Service North Dakota when the final agreement has been signed. This is a one-time fee, based on the projected amount of the agreement over the ten-year period.

## Application Process

Job Service North Dakota (JSND), North Dakota Department of Commerce, and local development corporations can create a preliminary proposal prior to the completion of a final agreement. The preliminary proposal is an estimate of the amount available upon entering into the final agreement.

*Apply for a Final Agreement* — Primary-sector businesses may apply for a new agreement through the JSND New Jobs Training Program. The application will provide information on the business, the finance option selected, lender (if applicable), number and title of new job positions to be created, and the training start date.

*Create a New Proposal or Apply for a New Agreement* at <https://apps.nd.gov/jsnd/njtp/login>

A State of North Dakota Login is required. Register for a State of North Dakota Login at <https://apps.nd.gov/itd/ldap/registration.htm?rp=/jsnd/njtp/main/>

The *Application for Certification as a Primary-Sector Business in the State of North Dakota* is available on the ND Department of Commerce website <https://www.business.nd.gov/uploads/7/sfn52998primarysectorcertification031319fillable.pdf>

Submit questions and forms to:

Workforce Programs  
Job Service North Dakota  
P.O. Box 5507  
Bismarck, ND 58506-5507

Phone: 701-328-1976  
Fax: 701-328-4894  
TTY: 800-366-6888  
E-Mail: [smcgrego@nd.gov](mailto:smcgrego@nd.gov)



**WORKFORCE PROGRAMS**  
JSND-6063 (R.8.2021)

Job Service North Dakota is an equal opportunity employer/program provider.  
Auxiliary aids and services are available upon request to individuals with disabilities.