**Job Certifications for Economic Development Projects**

**I. Job Retention**

Job retention is determined by income level only at time of award and any reasonable turnover in two years. Retention jobs are those jobs that would be lost, by company certification, if the company had not been funded. Jobs are certified at the award stage and at the end of the project for any jobs that may have been replaced.

**II. Job Creation**

Taken by: Income level at time of employment.

**III. Base Employment**

Base employment is the number of current employees on the payroll, not counted as retentions, that would keep their job if the grant were not funded. These do not have to be income-qualified.

**IV. Jobs in Excess of Requirement**

The agreement (state contract), should state that at a minimum, at least 51 percent of all jobs created or retained (**including any in excess of the number specified which result from the assisted activity**) must benefit low- and moderate-income persons.

FTE’s (Full-Time Equivalent) will be figured by the following formula by the Department.

40 Hour Week

0 - 5 hours 0 Person

6 - 15 hours 1/4 Time Person

16 - 25 hours 1/2 Time Person

26 - 35 hours 3/4 Time Person

36 - 40 hours Full-Time Employee