**ANNUAL PROGRESS REPORT**

**VIRGINIA INVESTMENT PERFORMANCE GRANT**

As required by Section \_\_ of the Virginia Investment Performance Grant (VIP) performance agreement, companies are required to report annually towards their progress in meeting the outlined VIP targets for capital investment, average annual wage, and job creation.

**PROJECT SUMMARY:**

|  |  |
| --- | --- |
| Project |  |
| Location |  |
| Amount of Grant |  |
| Performance Reporting Period |  |
| Performance Date |  |

**PROJECT PERFORMANCE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Performance Measurement** | **Target** | **As of \_\_\_\_\_\_\_** | **% Complete** |
|  |  |  |  |
| **New Jobs** (over \_\_\_ baseline)1 |  |  |  |
| **Capital Investment** (provide breakdown below)2 |  |  |  |
| **Average Annual Wage** |  |  | N/A |
| **Standard Fringe Benefits** (check one) | Yes | No | N/A |
| **Virginia Corporate Income Tax Paid in Prior Calendar Year**3 | $ | | |

1Data will be verified using Virginia Employment Commission records.

2Data may be verified with locality records.

3This confidential information is protected from disclosure pursuant to § 2.2-3705.6 of FOIA.

|  |  |
| --- | --- |
| **Capital Investment Breakdown** | **Amount** |
|  |  |
| Land | $ |
| Land Improvements | $ |
| New Construction or Expansion | $ |
| Renovation or Building Upfit | $ |
| Production Machinery and Tools | $ |
| Furniture, Fixtures and Equipment | $ |
| Other |  |
| **Total** | **$** |

**COMMENTS:**

Discuss project status, including the current level of new jobs and capital investment, progress on targets, changes or likely changes in project’s nature that may impact achievement of targets, and other information relevant to project performance. If the project is not on track to meet targets, please provide an explanation.

**TO BE CERTIFIED BY AN OFFICER OF THE COMPANY:**

I certify that I have examined this report and to the best of my knowledge and belief, it is true, correct, and complete.

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Official Title

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return to:

Kim Ellett

Incentives Coordinator

Virginia Economic Development Partnership

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