

NEW MEXICO JOB TRAINING INCENTIVE PROGRAM

Online Proposal Overview

Each company which requests funds from the Job Training Incentive Program (JTIP) must submit a written proposal to the Job Training Incentive Program board. The proposal establishes the company's eligibility for JTIP funding, its viability as a business and the relationship of the newly created jobs to business expansion.

Each part of the proposal is important to the approval process. Until company representatives meet with the JTIP board, the online application is their only source of information. A complete and well written proposal supports a smooth and efficient approval process.

The JTIP online application and supporting documentation are what make up the complete proposal. Instructions for the online application, access to the Salesforce.com JTIP application portal and a complete Online Proposal Guide is provided upon determination of company eligibility.

The online application for funding through New Mexico's Job Training Incentive Program (JTIP) includes:

1. Company Profile
2. Contact Information
3. Company/Parent Affiliate
4. Financial Information
 - Balance Sheets for past 3 years and current YTD if funding is requested after first quarter has been completed.
 - Profit & Loss Statements for past 3 years and current YTD if funding is requested after first quarter has been completed.
 - Statements of Cash Flows for past 3 years and current YTD if funding is requested after first quarter has been completed.
 - Financing Term Sheets (if applicable)

Start-up companies that do not have three years of financials must submit financials for the period for which they are available, business plan, pro forma financial statements, tax returns, evidence of operating capital and investment funding, evidence of signed contracts, and sales projections which would substantiate their business expansion and sustainability may be requested.

Early-stage manufacturers that are still in the R&D phase or in transition from R&D to commercialization may be required to submit evidence of operating capital, investment funding, signed contracts and sales projections in addition to the financial statements listed above in order to substantiate their business expansion and sustainability.

5. Company Overview
 - Background/History
 - Target Markets
 - New Mexico Operations Summary
 - Charitable/Community Contributions
 - Equal Employment Statement
6. Employee Benefits
7. Recruitment & Training
8. Position information
 - Company job description
 - Training plan
 - A training plan is required for each position for which funding is requested to ensure the success of the trainees, the training program, and ultimately the business.
9. Training and Travel Budgets
 - Amount requested for trainee wages by job classification
 - O*NET job titles and codes are required.

- Amount requested for travel related to training

10. Impact Analysis

11. Supporting Documents

- Introductory letter
- Affidavit asserting accuracy of information provided in application
- Quarterly Unemployment Insurance Reports (ES-903A) for the previous 2 years. See instructions for specifics.
- Service Providers only: CRS-1 forms or Statements of Sales Tax Liability for previous 6 months verifying out-of-state revenue base. (This is not required for manufacturers or for service providers which meet the requirements of green industry designation.)
- Trainer(s) Resume/Qualifications

JTIP Proposal Submission

The JTIP Board must approve a company proposal for funding before any JTIP eligible trainees begin work. Trainees who begin work before board approval are not eligible for JTIP funding. The following summary is an overview of the process for submitting a proposal. JTIP staff is available for assistance during proposal development and review.

1. Board meetings are generally held on the second Friday of each month. The alternate date, which is used when a meeting on the second Friday is not viable (a quorum cannot be achieved, holiday, etc.), is the third Friday of the month.
2. One copy of the proposal must be submitted to JTIP staff at the New Mexico Economic Development Department four weeks before the JTIP Board meeting at which the proposal will be considered for funding. Early submission is required to allow JTIP staff time to review the materials and request clarification or additional information if needed.
3. Once the proposal is finalized, staff will request ten copies of the proposal to be sent to the Economic Development Department, generally 10 days before the board meeting.
4. A company representative is asked to attend the board meeting to make a brief presentation (about five minutes) and to answer questions or concerns from the board.
5. The board makes the funding decision at the meeting. Companies which are approved are free to begin hiring from that day forward.

TENTATIVE DATES FOR JTIP BOARD MEETINGS IN FISCAL YEAR 2015

Board Meeting	First Copy Due To JTIP Staff	10 Final Copies Due To JTIP Staff
Friday, July 11, 2014	Friday, June 13, 2014	Tuesday, July 1, 2014
Friday, August 8, 2014	Friday, July 11, 2014	Tuesday, July 29, 2014
Friday, September 12, 2014	Friday, August 15, 2014	Tuesday, September 2, 2014
Friday, October 10, 2014	Friday, September 12, 2014	Tuesday, September 30, 2014
Friday, November 7, 2014	Friday, October 10, 2014	Tuesday, October 28, 2014
Friday, December 12, 2014	Friday, November 14, 2014	Tuesday, December 2, 2014
Friday, January 9, 2015	Friday, December 12, 2015	Tuesday, December 30, 2014
Friday, February 13, 2015	Friday, January 16, 2015	Tuesday, February 3, 2015
Friday, March 13, 2015	Friday, February 13, 2015	Tuesday, March 3, 2015
Friday, April 10, 2015	Friday, March 13, 2015	Tuesday, March 31, 2015
Friday, May 8, 2015	Friday, April 10, 2015	Tuesday, April 28, 2015
Friday, June 12, 2015	Friday, May 15, 2015	Tuesday, June 2, 2015

For assistance in completing the proposal, contact the JTIP staff:

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Send completed proposals to:

Via Courier (recommended):
 Job Training Incentive Program
 Economic Development Department
 1100 South St. Francis Drive
 Joseph Montoya Building
 Santa Fe, New Mexico 87505-4147

Via US Mail:
 Job Training Incentive Program
 Economic Development Department
 P. O. Box 20003
 Santa Fe, New Mexico 87504-5003

Phone: (505) 827-0300 (800) 374-3061