

## 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.

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

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. 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. Proposals are finalized within about two weeks of submission.
3. Finalized proposals are made available for online board review about 10 days prior to the board meeting date.
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.

### JTIP BOARD MEETING SCHEDULE AND PROPOSAL DEADLINES IN FISCAL YEAR 2020

Board Meeting Date	Proposal Due To JTIP Staff
Friday, July 12, 2019	Friday, June 14, 2019
Friday, August 9, 2019	Friday, July 12, 2019
Friday, September 13, 2019	Friday, August 16, 2019
Friday, October 11, 2019	Friday, September 13, 2019
Friday, November 8, 2019	Friday, October 11, 2019
Friday, December 13, 2019	Friday, November 15, 2019
Friday, January 10, 2020	Friday, December 13, 2019
Friday, February 7, 2020	Friday, January 10, 2020
Friday, March 13, 2020	Friday, February 14, 2020
Friday, April 10, 2020	Friday, March 13, 2020
Friday, May 8, 2020	Friday, April 10, 2020
Friday, June 12, 2020	Friday, May 15, 2020

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

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