

NEW MEXICO JOB TRAINING INCENTIVE PROGRAM

Online Proposal Overview

1. Guidelines

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:

2. Question Overview & Status

3. Company Profile

- Basic company information including name, location, structure, industry and tax ID numbers
- Affidavit asserting accuracy of information provided in application

4. Contact Person

5. Company Parent/ Affiliate

6. 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)
- Sales Projections to substantiate the business expansion and sustainability

Start-up and early stage companies that do not have three years of financials must submit financials for the period for which they are available as well as pro forma financial statements with sales projections. Additional documentation which would substantiate the business expansion and sustainability including a business plan, evidence of operating capital and investor funding, evidence of signed contracts or PO's, and tax returns may also be required.

Start-up and early-stage companies that have three years' financials available for review, but are still in the R&D phase or in transition from R&D to commercialization, will be required to submit pro forma financial statements with sales projections in addition to the traditional financial statements. Additional documentation which would substantiate the business expansion and sustainability including a business plan, evidence of operating capital and investor funding, evidence of signed contracts or PO's, and tax returns may also be required.

Start-up and early-stage companies must be able to demonstrate that they have sufficient operating capital, or access to capital, to cover their burn-rate for at least two years. If the service or product is still in development, then the company must be prepared to bring the service or product to market, generating sales, within six to twelve months.

7. Tax Documents

- Quarterly Unemployment Insurance Reports (ES-903A) for the previous 2 years.
- Service Providers only: Company revenue reports 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.)

8. Company Overview
 - _ Background/History
 - _ Target Markets
 - _ New Mexico Operations Summary
 - _ Charitable/Community Contributions
 - _ Equal Employment Statement
 - _ Impact Analysis Supplemental Information
9. Impact Analysis
10. Recruitment & Training
 - _ Trainer(s) Resume/Qualifications
11. 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.
12. Certification by Authorized Company Representative
13. Position information
 - _ Company job description
 - _ O*NET job titles and codes are required.
14. Budget Information
 - _ Amount requested for trainee wages by job classification
 - _ O*NET job titles and codes are required.
15. Benefits

JTIP Proposal Submission

The JTIP Board must approve a company proposal 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 complete JTIP proposal. JTIP staff is available for assistance during proposal development and review.

The JTIP online application and supporting documentation are what comprise the complete JTIP proposal. Instructions for the online application, access to the JTIP application portal and a copy of the 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 2022

Board Meeting Date	Proposal Due To JTIP Staff
Friday, July 16, 2021	Friday, June 11, 2022
Friday, August 13, 2021	Friday, July 16, 2021
Friday, September 10, 2021	Friday, August 13, 2021
Friday, October 8, 2021	Friday, September 10, 2021
Friday, November 12, 2021	Friday, October 8, 2021
Friday, December 10, 2021	Friday, November 12, 2021
Friday, January 14, 2022	Friday, December 10, 2021
Friday, February 11, 2022	Friday, January 14, 2022
Friday, March 11, 2022	Friday, February 11, 2022
Friday, April 8, 2022	Friday, March 11, 2022
Friday, May 13, 2022	Friday, April 8, 2022
Friday, June 10, 2022	Friday, May 13, 2022

For assistance in completing the online proposal, please contact:

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