

# Job Training Incentive Program

*WHETHER YOU HAVE A THRIVING BUSINESS LOOKING TO EXPAND, OR A BUSINESS LOOKING TO RELOCATE TO NEW MEXICO, YOU'LL NEED NEW EMPLOYEES. INVESTING IN STAFF IS A BIG COMMITMENT, AND THE NEW MEXICO JOB TRAINING INCENTIVE PROGRAM (JTIP) CAN HELP. JTIP OFFERS FINANCIAL SUPPORT FOR HIRING NEW EMPLOYEES, FROM NEW MEXICO'S SMALLEST RURAL COMPANIES TO THE LARGEST URBAN BUSINESSES.*

JTIP eases your financial commitment, giving you the opportunity to train employees on-site to meet your needs.

This financial support allows you to take the time to train new employees thoroughly and support them as they become more productive.

The knowledgeable JTIP staff is ready to assist you in developing a proposal and implementing the program when your company is approved for funding.



*"The Job Training Incentive Program works because it has lasting benefits for everyone involved. Employees receive more than a job—they gain skills and experience that last a lifetime. Employers receive more than a cash infusion—they have the opportunity to develop employees who will add value to their business now and in the future. Communities benefit from the jobs provided as well as from retaining successful businesses."*

*—MONTELL FABRICATION & REBUILD, LLC., Corona and Deming*



## **HOW does your business take advantage of JTIP? HERE are the eligibility guidelines, reimbursement policies and information needed to help get the process started.**

### **COMPANY ELIGIBILITY**

Two criteria are used to determine JTIP eligibility: the type of business and whether the business is expanding its workforce.

#### **Type of business:**

- Companies that manufacture a product in New Mexico
- Non-retail business service providers that receive more than 50% of their revenue from customers who are served out of state
  - Note: non-retail business service providers in certain green industries are exempt from the export requirement

#### **Employment expansion:**

- Existing companies which are at, or above, two-year employment average and are creating new positions
- Companies relocating to New Mexico
- Start-ups and early-stage manufacturers

### **JOB ELIGIBILITY**

To be eligible for funding under JTIP, a position must:

- Be full-time
- Be year-round
- Be newly created
- Meet a minimum wage requirement
- Relate to the production of the product (manufacturers) or the delivery of the service (business service providers and distributors)
- Manufacturing examples: production worker, electronic equipment assembler, first line supervisor, industrial engineering technician, R&D scientists and engineers
- Service examples: customer service representative, environmental engineering technician, executive recruiter, computer programmer

### **TRAINEE ELIGIBILITY**

To be eligible for funding under JTIP, trainees must:

- Be new hires to the company
  - Interns enrolled in a post-secondary training or academic program may be eligible
- Reside in New Mexico
- Have lived in New Mexico for one continuous year at any time in their lives
- Not have dropped out of high school in the three months prior to being hired

### **REIMBURSABLE TRAINING COSTS**

Qualified companies are reimbursed by JTIP for a portion of the expenses associated with training new hires in newly created jobs.

- A portion of wages during the initial month(s) on the job
- Cost of customized training provided by educational institution for qualified new hires. Customized training requires a separate contract
- A portion of travel expenses related to training

All expenditures must be pre-approved by the JTIP Board in order to be eligible for reimbursement.

### **REIMBURSEMENT GUIDELINES**

- The wage reimbursement period ranges from one to six months, depending on job complexity and wages paid
- The reimbursement percentage ranges from up to 50% in urban locations, up to 65% in rural locations, and up to 75% in frontier, economically distressed and Native American locations
- Companies which meet the wage requirement for the High Wage Job Tax Credit may be eligible for an additional 5% reimbursement
- Companies which utilize the WorkKeys® assessments as part of their recruitment and hiring process may be eligible for an additional 5% reimbursement
- In order to be eligible for reimbursement, custom training must occur within the approved training period

### **APPLYING FOR JTIP FUNDS**

To receive funding under JTIP, companies must be approved by the JTIP Board prior to hiring eligible employees. The JTIP Board meets monthly, usually on the second Friday of the month.

#### **The application process is simple:**

- Contact JTIP staff to determine eligibility and request proposal guidelines. Staff is available to answer questions and provide technical assistance with proposal development
- Submit one copy of the proposal to JTIP staff for review one month before the board meeting
- Submit ten copies of the final proposal to JTIP staff when requested, usually two weeks before the board meeting
- Attend the board meeting to represent the company and answer questions from the board





*"The JTIP program encourages job creation and growth by supporting the training of qualified New Mexico employees. The current economic climate makes JTIP and similar programs more important than ever. As JTIP nurtures the seeds of entrepreneurship and business growth in our communities, our state as a whole will benefit."*

*- CLOSEDWON, Albuquerque*

## PROGRAM ADMINISTRATION

The Job Training Incentive Program is administered by the New Mexico Economic Development Department (NMEDD), with cooperation from the New Mexico Department of Workforce Solutions, Higher Education Department, and Public Education Department.

JTIP staff at NMEDD assists companies in preparing proposals, reviews proposal submissions and makes recommendations to the JTIP Board.

### The JTIP Board's primary responsibilities are to:

- Establish program policy
- Assure funds are expended in accordance with New Mexico law
- Review and approve or disallow funding requests

The JTIP Board includes representatives from business, organized labor, and state agencies.

## FAQS

### 1) Is there a limit to the amount of JTIP funding a company can request?

Funding requests are based on projected expenses for participants hired in a four-month period. No limit is set arbitrarily. There is no minimum requirement.

### 2) Can a company apply for JTIP funds more than once?

A company can apply for JTIP funds as long as the company is in compliance with all established operating requirements and closeout procedures and the business continues to expand. Subsequent proposals must include information on the status of trainees funded under previous contracts.

### 3) Can employees hired prior to the JTIP Board's approval for funding be included?

Only trainees hired **after** the JTIP Board approves the company project may be eligible for funding.

### 4) How long does it take to get approval for JTIP?

Companies must submit a proposal to JTIP staff one month before the board meeting at which funding will be considered by the JTIP Board. Once the board approves a project, companies are free to begin hiring under the program.

### 5) Does JTIP restrict who I can hire?

Hiring employees is the sole responsibility of the company, which is encouraged to hire the most qualified candidates. In order to be claimed under JTIP, the employee must be hired into an approved position and meet eligibility requirements.

### 6) What are the administrative requirements?

A member of JTIP staff meets with each company after the proposal is approved to explain the simple record-keeping requirements.

### 7) When can I apply for reimbursement?

Companies can submit claims for reimbursement after each trainee completes the approved training hours. Reimbursement checks are generally available two to three weeks after the claim is submitted.

### 8) How can I learn more about JTIP?

Contact JTIP staff at the New Mexico Economic Development Department:

**Sara Haring, Program Manager**  
 505-827-0249 ▪ [sara.haring@state.nm.us](mailto:sara.haring@state.nm.us)

**VISIT OUR WEBSITE AT:**  
<http://www.gonm.biz/JTIP>



"Aersale is very thankful for the opportunity to participate in the New Mexico Job Training Incentive Program. The partnership contributed to the company's success by enhancing the marketability of our employees and improving the overall economic strength of the region."

-AERSALE, Roswell



## COMPANIES SERVED BY JTIP IN FY13

Company	Approved Budget	Approved Slots	Average Wage	City	County
JackRabbit Systems, Inc.	54,905.28	2	47.12	Santa Fe	Santa Fe
Knockout Mtl Wrx, LLC	9,640.00	1	18.00	Albuquerque	Bernalillo
Compass Components, Inc.	76,204.00	8	16.71	Deming	Luna
IntelliCyt Corporation	66,869.00	4	30.59	Albuquerque	Bernalillo
Beauty Health and Science Innovations, Inc. (BHSI)	245,047.00	35	13.74	Clovis	Curry
Inctor, Inc.	111,550.00	6	29.08	Albuquerque	Bernalillo
CRE-MED	27,610.40	7	15.06	Albuquerque	Bernalillo
Martinez and Sons Processing	49,728.00	8	13.63	Las Vegas	San Miguel
NanoMR, Inc.	5,960.00	1	15.50	Albuquerque	Bernalillo
Lovelace Health System-CBO	116,072.40	22	16.31	Albuquerque	Bernalillo
ClosedWon LLC	69,755.00	4	30.05	Albuquerque	Bernalillo
Western Baking Corporation	95,202.00	36	10.36	Alamogordo	Otero
Ideum, Inc.	123,077.00	7	26.99	Corrales	Bernalillo
ADS Alliance Data Systems, Inc.	1,335,031.42	309	14.65	Rio Rancho	Sandoval
Plenish, Inc.	14,440.00	2	14.00	Ranchos de Taos	Taos
Inject-O-Meter (STEP-UP)	3,000.00	n/a	n/a	Clovis	Curry
CPFD Software, LLC	23,552.00	1	38.47	Albuquerque	Bernalillo
Fair Oaks Farms Brands, Inc.	94,760.00	10	15.75	Dexter	Chaves
Unirac, Inc.	37,299.12	2	31.73	Albuquerque	Bernalillo
IntelliCyt Corporation	8,500.00	1	18.75	Albuquerque	Bernalillo
Exhib-It!	12,631.00	1	19.37	Albuquerque	Bernalillo
MSDSPro, LLC	18,323.00	1	30.29	Rio Rancho	Sandoval
NanoCool, LLC	5,200.00	1	17.50	Albuquerque	Bernalillo
New Mexico Wineries	62,068.00	11	11.11	Deming	Luna
Bendix King	1,057,590.30	39	47.56	Albuquerque	Bernalillo
HT MicroAnalytical, Inc.	125,687.06	6	37.26	Albuquerque	Bernalillo
NM Consortium	11,999.56	1	19.23	Los Alamos	Los Alamos
Ideum, Inc.	82,703.44	4	28.06	Corrales	Sandoval
Energy Control, Inc.	14,750.88	1	24.04	Rio Rancho	Sandoval
JackRabbit Systems	120,279.12	7	32.60	Santa Fe	Santa Fe
Y Fab	185,874.00	10	33.65	Albuquerque	Bernalillo
Titan Aerospace	135,020.00	7	25.00	Moriarty	Torrance
Martinez & Sons Processing	72,362.88	12	13.01	Las Vegas	San Miguel
P4Q USA	59,212.00	10	15.15	Albuquerque	Bernalillo
National Water Services	6,544.00	1	16.50	Santa Fe	Santa Fe
PureColor, Inc.	7,100.00	1	15.25	Albuquerque	Bernalillo
TriLumina	85,084.00	2	70.00	Albuquerque	Bernalillo
Santa Fe Brewing Company	24,842.00	3	24.04	Santa Fe	Santa Fe
National Water Services	8,140.00	1	17.00	Santa Fe	Santa Fe
Lowe's Customer Support Center	638,403.00	129	16.53	Albuquerque	Bernalillo
Mega Corp, Inc.	79,320.00	12	16.63	Albuquerque	Bernalillo
3R	13,480.00	3	13.00	Albuquerque	Bernalillo
PreCheck, Inc.	264,564.75	41	12.11	Alamogordo	Otero
SKINfrared	18,875.00	1	31.25	Albuquerque	Bernalillo
InfoWhere	36,428.00	1	60.00	Albuquerque	Bernalillo
Still Solutions	32,460.00	2	27.50	Albuquerque	Bernalillo
Sunland, Inc. (STEP-UP)	25,951.43	n/a	n/a	Portales	Roosevelt
NanoCool, LLC	20,135.22	4	14.28	Albuquerque	Bernalillo
Energy Control, Inc.	27,252.16	2	24.86	Rio Rancho	Sandoval
Unirac, Inc.	23,001.98	1	38.47	Albuquerque	Bernalillo
Plenish, Inc.	27,880.00	4	14.00	Ranchos de Taos	Taos
Lavu, Inc.	57,539.20	7	21.87	Albuquerque	Bernalillo
Mt. Taylor Machine, LLC	91,000.00	15	12.50	Milan	Grants
PPC Solar	8,680.00	1	15.00	Taos	Taos
Nuvita	33,172.00	2	28.13	Albuquerque	Bernalillo
SunSpot Solar	16,123.68	1	26.44	Las Cruces	Doña Ana
Bendix King	354,762.88	16	38.91	Albuquerque	Bernalillo
ClosedWon	80,748.24	4	34.86	Albuquerque	Bernalillo
IntelliCyt	69,789.76	4	31.67	Albuquerque	Bernalillo
Santa Fe Door	6,030.40	4	10.72	Albuquerque	Bernalillo
Imagine Education	86,696.00	5	20.60	Taos	Taos
<b>Totals</b>	<b>\$6,675,907.56</b>	<b>844</b>	<b>\$18.46</b>		

\*Projects with "n/a" noted in the Approved Slots and Average Wage columns are Step-Up projects. Step-Up reimburses qualified companies a portion of the cost of training for existing employees. For more information about Step-Up, please contact JTIP staff directly.



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This brochure is for illustrative purposes only and is intended to provide a general review of programs and policies described. It is not a contract.

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