

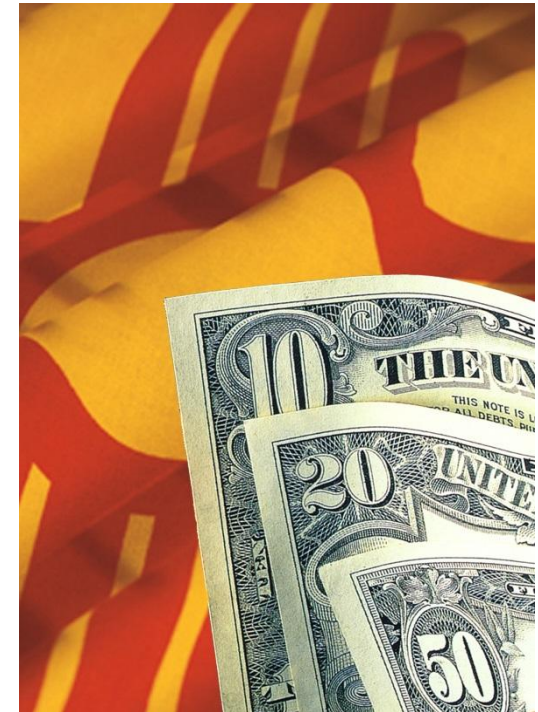
# New Mexico Economic Development Department



Job Training Incentive  
Program **JTIP**

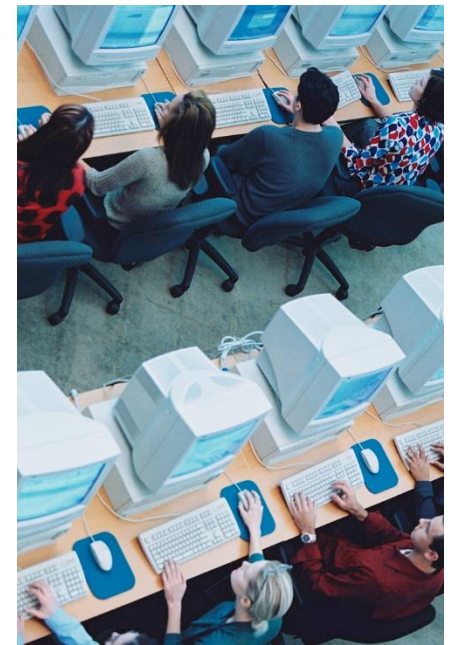
# JTIP Goals

- Support growth of economic base businesses in New Mexico
- Assist in job creation
- Provide employment and skill development opportunities for New Mexico residents



# How does JTIP benefit companies?

- JTIP reimburses qualified companies for a portion of expenses associated with training new employees in newly created jobs.
  - Wages
  - Customized training at New Mexico educational institutions
- JTIP eligibility opens up eligibility for the High Wage Job and Rural Job tax credits.



# What is the Reimbursement amount?

- Wage reimbursement percentages range from 50% to 75%, depending on the business location.
- The number of training hours reimbursed are determined by the complexity of the job and the wage, and range from 320 to 1040 hours (two-six months).
  - Training hours are initial hours on the job as the trainee becomes proficient in his/her job.

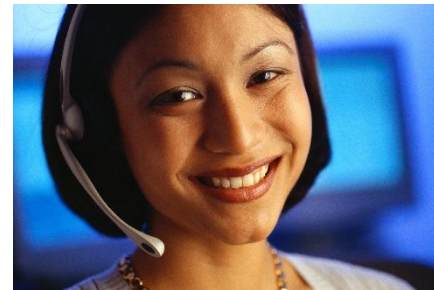


# Wage Reimbursement Percentage

Urban Albuquerque, Las Cruces, Los Alamos, Rio Rancho and Santa Fe	50%
Rural < 60,000	65%
Frontier ▪ Population <15,000 outside MSA Economically disadvantaged ▪ High unemployment Tribal Land Federally designated Colonias in New Mexico	75%
Additional reimbursement for wages that align with the High Wage Jobs Tax Credit	5%
Additional reimbursement for one of the following: ▪ Utilization of WorkKeys® in recruitment/hiring process ▪ Recent graduate from New Mexico institution of higher education ▪ U.S. Veterans	5%

# What types of businesses are eligible?

- Businesses which increase the economic base of the state:
  - Manufacturers
  - Business service providers with at least 50% income from customers out of state
  - Certain “green” businesses



# Qualified Businesses Must be Expanding

- Expanding businesses include:
  - Companies relocating to New Mexico
  - Existing companies which are at or above two-year employment average and adding new jobs
  - Start-Ups



# Qualified Businesses Must be Financially Viable

- Three years' financials (Balance Sheet, P&L, Statement of Cash Flow, Term Sheets, Sales Projections)
- Start-Ups and Early-Stage Manufacturers
  - Must demonstrate sufficient working capital to cover burn rate for 2-3 years.
  - May be in transition from R&D to commercialization
  - Additional financial documentation will be requested
    - Business Plan, pro forma financials
    - Actual Financials available to date
    - Sales projections
    - Evidence of signed contracts or PO's
    - Evidence of access to capital
      - Letters of intent, term sheets—investors
      - Line of Credit



# What types of businesses are not eligible?

Businesses which are not economic-base or are not classified as “green industries” are not eligible. These include but are not limited to:

- Agriculture
- Construction
- Extractive Industries
- Gambling
- Health Care
- Hotels
- Restaurants
- Retail

# What types of jobs qualify?

- Full-time, year-round newly created jobs, at least 32 hours/week.
- Jobs which directly relate to production (manufacturers) or the delivery of the service (business service providers).
  - Manufacturing examples: laborer, team assembler, first-line supervisor, production manager, shipping & receiving.
  - Service Providers: customer service representative, software engineer, engineering technician.
- One in every 5 production or service positions applied for may be “non-production,” i.e. administrative.
  - Examples: sales, accountant, human resources director, receptionist, IT



# What are the requirements for trainees?

- Must be new hires to the company.
- Must reside in New Mexico.
- Must have lived in New Mexico for one continuous year at any time in their lives.



# JTIP and Mainstreet

- **Manufacturers**
  - Breweries, Distilleries and Wineries
  - Food processing and production
- **Non-retail service providers**
  - Software Developers
  - Engineering Services
  - High-Tech
- **Green Businesses**
  - **Businesses that exist for the sole purpose of contributing directly to preserving or enhancing environmental quality.**
    - Energy system retrofits; production/distribution of biofuels and vehicle retrofits for biofuels; building, design or construction for energy and environmental design standards; organic and community food production; solar technology installation/maintenance; recycling/composting and large-scale reuse

# Program Implementation

- JTIP Staff at NM EDD

- Assists companies in preparing proposals.
- Presents companies to JTIP Board for approval.
- Administers program once funding is approved.

- JTIP Board

- Establishes program policy.
- Reviews and votes on funding requests on a monthly basis.
- Assures funds are expended in accordance with New Mexico law.



# What is the application process?

- Consult with JTIP staff to confirm eligibility, review program guidelines and plan application timeline.
- Complete online application one month before board meeting.
- Attend board meeting.



# What happens after Board approval?

- Companies may begin hiring upon board approval and have six months to fill the approved jobs.
- Training must be completed within one year of board approval.
- Companies may submit claims for reimbursement as training hours are completed.
- Reimbursements are cash.
- There is no cap. Companies may re-apply for JTIP as long as they continue to meet eligibility and expansion requirements.
- JTIP staff works with the company throughout the project year to facilitate a successful JTIP project.

# For additional information:

Sara Gutierrez  
JTIP Program Manager  
(505) 827-0249  
[sara.gutierrez@state.nm.us](mailto:sara.gutierrez@state.nm.us)

Patrick Gannon  
JTIP Marketing Coordinator  
505-827-2162  
[patrick.gannon@state.nm.us](mailto:patrick.gannon@state.nm.us)

Tanya Ortiz  
JTIP Fiscal Administrator  
(505) 827-1699  
[tanya.Ortiz@state.nm.us](mailto:tanya.Ortiz@state.nm.us)