

# NEW MEXICO JOB TRAINING INCENTIVE PROGRAM



- 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 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.

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 has had a positive impact on Canon ITS, Inc. The program has allowed us the chance to easily analyze data, and hire more skilled technical and professional personnel. The program also helped to ensure that all necessary training was provided to our employees and completed in a timely manner. The program also introduced us to the WorkKeys® job skills assessment system which measures "real world" skills to ensure we hired the skilled and professional staff required at Canon ITS, Inc.

- Linda Walsh, Human Resources Supervisor, Canon ITS West



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## COMPANY ELIGIBILITY

Three criteria are used to determine JTIP eligibility: the type of business, whether the business is expanding its workforce, and financial viability.

### Type of Business:

- Companies that manufacture a product in New Mexico
- Non-retail service providers that receive more than 50% of their revenue from customers who are out of state

### 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

### Financial Viability:

JTIP funds are an investment of taxpayer dollars. The company should be financially stable to ensure long-term employment for JTIP trainees.

## JOB ELIGIBILITY

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

- Be full-time and 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 assem-

bler, 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
- 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

## 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 Jobs Tax Credit may be eligible for an additional 5% reimbursement
- Companies which utilize the WorkKeys® assessments as part of their recruitment and hiring process, hire recent graduates of a N.M. institution of higher education or U.S. Veterans 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 for 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 through an online application portal.
- Submit one copy of the proposal to JTIP staff for review on month before the board meeting.
- Attend the board meeting to represent the company and answer questions from the board.



Companies Served by JTIP in FY15					
Company	Approved Budget	Trainees	Average Wage	City	County
3D Glass Solutions	\$20,760	3	\$15.33	Albuquerque	Bernalillo
AerSale, Inc.	\$5,944	5	n/a	Roswell	Chaves
Aircraft Technical Support Roswell	\$641,482	80	\$17.70	Roswell	Chaves
Aviata	\$114,678	5	\$39.66	Albuquerque	Bernalillo
Boese Brothers Brewing, LLC	\$7,300	1	\$15.75	Albuquerque	Bernalillo
CANES, LLC	\$868,213	43	\$32.97	Albuquerque	Bernalillo
Cable ONE	\$26,805	8	\$12.80	Rio Rancho	Sandoval
Canon ITS, Inc.	\$308,746	127	\$12.54	Albuquerque	Bernalillo
Certoplast N.A., Inc.	\$30,378	7	\$12.89	Las Cruces	Dona Ana
Cinnafilm, Inc.	\$59,850	2	\$50.00	Albuquerque	Bernalillo
CN Wire Corp.	\$448,709	102	\$12.71	Santa Teresa	Dona Ana
ComboTrip, LLC	\$10,534	2	\$11.50	Albuquerque	Bernalillo
Comcast Cable Communications	\$1,239,723	450	\$18.78	Albuquerque	Bernalillo
Compass Components	\$67,276	58	\$9.50	Deming	Luna
Convergys Customer Mgmt. Group	\$181,250	200	\$11.25	Las Cruces	Dona Ana
DHF Technical Products	\$118,664	17	\$18.79	Rio Rancho	Sandoval
EcoPesticides International	\$11,920	1	\$21.00	Albuquerque	Bernalillo
Emerging Technology Ventures	\$179,362	8	\$44.67	Alamogordo	Otero
Emerging Technology Ventures-Interns	\$24,128	4	\$14.50	Alamogordo	Otero
Fidelity Employer Services	\$1,387,575	232	\$17.67	Albuquerque	Bernalillo
Flagship Food Group	\$201,482	109	\$10.56	Albuquerque	Bernalillo
FLUTe	\$15,208	1	\$18.50	Alcalde	Rio Arriba
GCC Rio Grande	\$191,354	13	\$28.96	Tijeras	Bernalillo
Green Theme Technologies	\$60,970	5	\$22.90	Albuquerque	Bernalillo
Ideum, Inc	\$257,112	12	\$29.29	Corrales	Bernalillo
Imagine Education	\$26,730	1	\$30.93	Taos	Taos
IntelliCyt	\$34,865	2	\$36.06	Albuquerque	Bernalillo
J.W.Industries	\$75,880	6	\$22.50	Albuquerque	Bernalillo
Jaguar Precision Machine, LLC	\$103,130	15	\$23.81	Albuquerque	Bernalillo
National Water Services, Inc.	\$9,694	1	\$17.25	Santa Fe	Santa Fe
NICOR	\$88,689	11	\$19.12	Albuquerque	Bernalillo
NM Transloading LLC	\$580,748	62	\$23.85	Albuquerque	Bernalillo
Nuvita LLC	\$52,847	3	\$30.21	Albuquerque	Bernalillo
P4Q USA, Inc.	\$61,720	15	\$15.33	Albuquerque	Bernalillo
PESCO	\$351,652	52	\$17.09	Farmington	San Juan
Positive Energy Solar	\$463,748	41	\$21.03	Albuquerque	Bernalillo
PPC Solar	\$10,134	6	n/a	Taos	Taos
PreCheck, Inc.	\$236,450	35	\$12.00	Alamogordo	Otero
Private Label Select Ltd. Co.	\$71,087	15	\$12.30	Taos	Taos
Project Performance Company	\$529,277	37	\$42.41	Albuquerque	Bernalillo
RIETech Global, LLC	\$356,449	12	\$50.08	Albuquerque	Bernalillo
Rio Bravo Brewing Co., LLC	\$22,036	2	\$27.50	Albuquerque	Bernalillo
S&P Data New Mexico LLC	\$829,313	280	\$12.68	Rio Rancho	Sandoval
Samson Equipment	\$33,989	5	\$17.56	Las Cruces	Dona Ana
Santa Fe Brewing Company	\$29,147	5	\$12.23	Santa Fe	Santa Fe
Senior Scientific	\$15,437	1	\$25.24	Albuquerque	Bernalillo
Sierra Peaks	\$74,920	20	\$14.00	Albuquerque	Bernalillo
Sigma Labs, Inc.	\$41,040	1	\$70.00	Santa Fe	Santa Fe
Silver Dollar Racing and Shaving	\$48,744	5	\$13.60	Maxwell	Colfax
Skinfrared	\$14,551	1	\$23.69	Albuquerque	Bernalillo
Solaro Energy, Inc.	\$12,244	3	\$9.50	Socorro	Socorro
Spra-Green, Inc.	\$6,640	1	\$11.75	Portales	Roosevelt
Still Solutions, Inc. (Amendment)	\$15,241	1	\$24.43	Albuquerque	Bernalillo
TriLumina Corporation	\$45,806	2	\$39.92	Albuquerque	Bernalillo
Vertterre Corporation	\$84,260	6	\$26.41	Albuquerque	Bernalillo
Vibrant Corporation	\$173,822	5	\$60.34	Albuquerque	Bernalillo
Vibrantcy, LLC	\$78,417	5	\$27.40	Albuquerque	Bernalillo
Vibrantcy, LLC-Interns	\$12,720	3	\$13.25	Albuquerque	Bernalillo
Vitality Works, Inc.	\$74,815	7	\$21.90	Albuquerque	Bernalillo
Wildflower International, Ltd.	\$293,455	35	\$18.58	Santa Fe	Santa Fe
xF Technologies, Inc.	\$77,895	5	\$24.56	Albuquerque	Bernalillo

Without the JTIP award, our company would have considered other states or other options for relocating our manufacturing business from Southern California to Rio Rancho. Combined with the other incentives and willingness of everyone involved to assist us, JTIP was a crucial piece of the relocation puzzle.

Dan Castilleja, DHF Technical Products

The Job Training Incentive Program has made innumerable positive impacts for our employees and company by enabling PureColor to bring in a multi-disciplinary individual at a higher starting compensation rate who could create meaning for multiple areas of the organization. Because of this, we are able to create a growth path for this individual, which will allow him to move into the higher ranks of the organization as the company grows.

Jessica Garrett, Director of Operations, PureColor

Participating in the JTIP program has been an incredibly positive experience for our community and Lowe's employees. The JTIP program ensured Lowe's had the continued ability to hire talented employees who continue to contribute to the success of the company by building customer relationships.

Victor Garcia, Human Resources Business Partner, Lowe's

Participating in the JTIP allowed funds to be used to expand FLUTe's manufacturing capabilities to include the purchase of RF (radio frequency) welding equipment and associated components. We are currently welding our liners in house. Prior to this purchase FLUTe was contracting this work out to an out of state company.

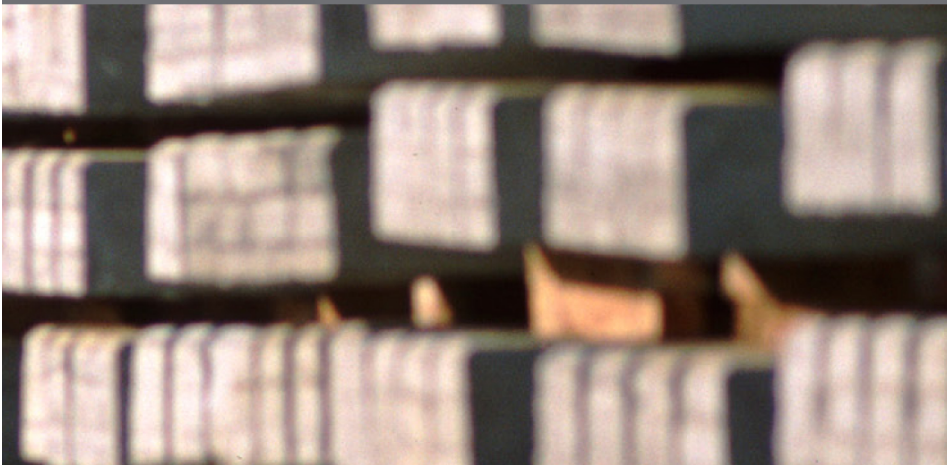
FLUTe Alcalde, New Mexico

JTIP has helped our company grow from four employees, when we first applied for our first contract in 2006, to 38 employees today. The JTIP program continues to help our business expand. Our revenue has gone from around a half million dollars a year when we first applied for JTIP, to over \$6 million today.

Jim Spadaccini, CEO, IDEUM

Collectively, JTIP has had a material and positive impact on the company, our community and the county by creating jobs and retaining talent in the area. JTIP helps keep the exceptional talent in New Mexico.

David J. Abell, Chief Legal Officer & Co-Founder, TriLumina



## PROGRAM ADMINISTRATION

The Job Training Incentive Program is administered by the New Mexico Economic Development Department, 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

*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 six month period. No limit is set arbitrarily. There is no minimum requirement.

*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.

*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.

*How long does it take to get approved 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.

*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.

*What are the administrative requirements?*

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

*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.

*How can I learn more about JTIP?*

Contact JTIP staff at the New Mexico Economic Development Department.  
Patrick Gannon, Marketing Coordinator, 505.827.2162 or [patrick.gannon@state.nm.us](mailto:patrick.gannon@state.nm.us)  
Sara Haring, Program Manager, 505.827.0249 or [sara.haring@state.nm.us](mailto:sara.haring@state.nm.us)  
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