

Film Crew Advancement Program (FCAP)

CHECKLIST

FCAP - PHASE ONE VIA ONLINE PORTAL - DURING PREP

- Company must create an online account ("user id" and "password") [click here](#) to create an account for FCAP. (Note: the portal works best with Chrome, Safari and Firefox. If the "user" has created an account with another project - we recommend that the "user" create a new online account with a new email address (i.e. create a production email).
- Once the online account is created you can [click here](#) to complete the Application Part I – Exhibit A.
- Review FCAP/FCAP OSS policy and guidelines.
(Note: FCAP for veterans / Operation Soundstage (OSS) gives the production an additional entry-level position. NMFO to email the production veteran resumes for review.)
- Company to notify department heads that the company is participating in FCAP.
- Review FCAP approved job titles list: [click here](#).
- Please have the following documents ready to attach via the portal:
 - PDF of the company Federal W-9 form;
 - PDF of the budget top sheet: (Note: if total budget is over \$2M additional requirements: through the online portal please provide a list (names and titles) of 8 NM residents must be employed in key level positions or higher level positions in a min. of 6 different craft departments - these crewmembers are not required to be program participants or mentors.);
 - Enter FCAP Application Part II – Example Exhibit B information via the portal (estimated reimbursement - reimbursement will not exceed this amount – [CLICK HERE](#) for a PDF sample)
- Receive the approved FCAP positions from NMFO
- Email a PDF of the signed FCAP AGREEMENT before principal photography begins (please have the UPM or higher sign and date)
- Questions? Call / email / meet with SR. MANAGER OF OPERATIONS AND WORKFORCE DEVELOPMENT PROGRAMS (Rochelle Bussey 505-476-5604 or rochelle@nmfilm.com)

FCAP PHASE TWO VIA ONLINE PORTAL - DURING PRINCIPAL PHOTOGRAPHY

Within the first week of principal photography, the company must complete the following through the online portal ([CLICK HERE](#) to access the portal):

- obtain a hard copy of the [FCAP Participant Application / FCAP OSS Participant Application](#) from the crewmember and their resume. (Note: the company will need to attach a crewmember to the approved FCAP positions through the portal).
- enter the FCAP Participant Application information in the portal;
- attach a PDF of the FCAP Participant Application and resume;
- company must verify that the crewmember has been a resident of NM for a least 1 year prior to employment
- the job title on the application is consistent with start paperwork, call sheets, crew lists and detailed earning reports
- attach the preliminary crew list and day one call sheet to the portal
- review and confirm the final EXHIBIT B (approved FCAP positions) provided by the Sr. Manager of Workforce Development Programs

FCAP PHASE THREE - DURING NM WRAP

- Email LAST DAY CALL SHEET
- Email FINAL CREW LIST
- Email POST-PRODUCTION CONTACT (Name, email and phone number) to rochelle@nmfilm.com.
- Email the DETAILED EARNINGS PAYROLL REPORTS
- Send approval email verifying the Claim Document (Note: drafted by the Sr. Manager of Workforce Development Programs)
- VERIFY THE ADDRESS ON THE REIMBURSEMENT CHECK (if different from the submitted federal W-9 form)