

Greater Gallup Industrial Workforce Program

Creating a Training Pathway to Industrial Jobs

a project of

GREATER GALLUP ECONOMIC DEVELOPMENT CORPORATION

PROGRAM POLICIES

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1 OVERVIEW

The Greater Gallup Industrial Workforce Program (GGIWP) is a pilot project of the Greater Gallup Economic Development Corporation (GGEDC). The project is funded from several different sources and involves a network of partners.

GGEDC's primary mission is to recruit employers to the region who operate economic-base industries: primary businesses that build community wealth by importing resources from outside the area and exporting goods and services to outside markets. The goal is to generate economic revenues (such as tax dollars for use in community improvement) and increase employment (by creating jobs filled by community members). With more of these businesses in place, the retail and service sectors will naturally expand to accommodate new consumer spending that will occur and the new demands for public services that will be created.

In carrying out this mission, the GGEDC team has learned that the top obstacle to keeping strong business here (business retention and expansion, or "BR&E") and to bringing new businesses in (industrial attraction and recruitment, or "IA&R") can be summed up in one word: Workforce. Employers need workers with knowledge, skills and attitudes needed to fill the jobs that produce the goods and services that bring in the economic revenues. However, many employers have a hard time finding job applicants who are ready for those jobs, and existing programs and agencies are not designed or organized to train the local workforce in a way that meets the employers' needs. In particular, these programs lack the agility and resources needed for "rapid response" when employers have a demand for local workers with skills needed for specific kinds of jobs.

Recent studies and GGEDC "roundtables" identified several employment sectors with the potential to grow in the future. Among them were the economic-base industrial sectors of Construction, Logistics and Manufacturing. GGEDC volunteered to lead the work of creating employment opportunities and developing a base of qualified workers for jobs in these areas.

GGIWP seeks to fill this important shortfall in the community's economic capacity, namely the need to bridge the gap between (a) the skills and abilities our industrial employers are looking for in employees and (b) the actual skills and abilities of our community's workforce. In particular, the pilot project will partner with local employers to focus on building core skills and specific abilities that will provide a work-ready cohort of applicants to fill the jobs in those industries.

For motivated Trainees who have been pre-qualified by the State's Workforce Connection offices, the GGIWP includes industrial curriculum class training, hands-on skill training, internship

opportunities, and certifications that will give successful Trainees a greatly improved chance for employment in good jobs.

2 PURPOSE

The purpose of these policies is to lay out the general requirements, protocols and rules by which the GGIWP program will operate. These general policies may be modified or amended when required by the terms of specific agreements with funding partners. The following sections provide detailed policies covering Non-Discrimination, Trainee Participation and Administration.

3 NON-DISCRIMINATION

Greater Gallup Economic Development Corporation (GGEDC) is an equal opportunity employer and does not discriminate with regard to race, color, creed, religion, national origin, age, handicapping condition, political or union affiliation, marital status, familial or parental status, sexual preference, gender or gender identity. The Greater Gallup Industrial Employment Program will not tolerate any form of discrimination, and all administrators, providers, partners and Trainees will be held to this standard.

4 TRAINEE PARTICIPATION POLICIES

4.1 Program Intake & Orientation

- 4.1.1 Upon confirmation of a candidate's pre-qualification, intake and Individual Training Account (ITA) registration (see "Pre-Qualification" in Section 6 below), the GGIWP Program Manager calls and invites the candidate to enroll and participate in the Training Cycle, providing information on the schedule and basic requirements for joining the class.
- 4.1.2 Group orientation is conducted on the first day of class for the course cycle, to include explanation of and agreement to the provisions of the Trainee Manual. At this time, all trainees will sign the Program Enrollment Form, which includes the Trainee's agreement to comply with the Program policies and indemnify the Program from liabilities.

4.2 Trainee Costs

- 4.2.1 Subsidized Training Costs. GGIWP works with public and private sources of funding to assist the Program and its eligible trainees to access available financial support for training. These will be made available to trainees as negotiated with the funding programs.
- 4.2.2 Stipends. Utilizing eligible funding sources, the Program will provide stipends to each Trainee who enrolls and completes the first two weeks of the Training Cycle. The stipend is set at \$20 per complete day of attendance, totaling a maximum of \$200 for the two-week period. If an

enrolled Trainee fails to complete the first two-week period, no stipend will be paid.

4.3 Training Schedule

The GGIWP Program Manager establishes, posts and communicates the schedule and curriculum for each Training Cycle, including modifications and updates that may occur during the Cycle. In general, the Program will require that all Trainees adhere closely to the established schedule, subject to appropriate consequences for non-compliance (see Discipline section for details).

4.4 Code of Conduct

The Program's code of conduct will include the following general principles, with further definition and detail provided in the succeeding policy sections.

Each Trainee shall:

- 4.4.1 Commit to full and regular attendance in all required classes and activities of the program.
- 4.4.2 Refrain from possession or use of alcohol or any non-prescription, illegal or intoxicating drugs at any time during program activities, or in any manner that impairs mental and physical functioning in a Program setting.
- 4.4.3 Consistently abide by the Program's training site ground rules.
- 4.4.4 Learn, observe and act upon all safety rules and regulations established by the program for every training site and activity.
- 4.4.5 Show respect for Program staff, partner representatives and fellow Trainees.
- 4.4.6 Represent the Program with professionalism and integrity in all settings within the community.

4.5 Attendance Policy

Full attendance is the first duty of each Trainee. The following rules will govern the management of this policy:

4.5.1 Attendance Record

Attendance will be tracked and managed in relation to the schedule provided by the program to the Trainees. All Trainees will sign in at the beginning and sign out at the end of each training day in the program's Attendance Book. Absences will be noted by the Program Manager in the Trainee record.

4.5.2 Point System

Evaluation of attendance will be subject to a Point System that provides positive and negative consequences for Trainees' compliance with Program rules and expectations. Strict requirements will be placed on such critical factors as attendance, respect for persons and property involved in the Program, and

observance of safety rules and protocols.

In the event of absence from scheduled Program sessions, the Trainee will be held responsible for catching up and mastering any curriculum content covered during his or her absence, which may include seeking assistance from Program staff.

4.6 Safety

The safety of all Trainees, Program and partner representatives, and any others at or near any Program classroom, training or work site is a top priority for the Program. The Program's commitments and protocols regarding safety pertain to all training and work sites and activities. The following are the general safety rules, which may be amended and further detailed according to the needs of specific training activities and venues:

4.6.1 Drug-Free Workplace

Aligned with §§ 4.4.2, 4.7.6, 4.9.3 and 5.1.4 in these Policies, the Program considers alcohol and drug use a primary safety issue and will not tolerate Trainee impairment from abuse of alcohol or drugs in connection with any Program venue or activity.

4.6.2 Personal Clothing & Hair

Trainees with long hair are required to tie their hair back in connection with any hands-on training activity involving the use of tools and building materials. Clothing must not be so loose or tight as to limit range of motion or safety of use of any equipment or material.

4.6.3 Personal Protective Equipment (PPE)

All personal protective equipment must be worn as directed by Program or training staff, and must not be altered from its initial design and intent.

4.6.4 Earbuds

No earbuds or other auditory devices may be worn during training activity, except such protective equipment as may be provided and directed by Program staff.

4.6.5 Site Safety

All Trainees are required to become knowledgeable and ready to utilize all safety-related features of a given learning or work site, including entry and exit portals, fire protection equipment, hazardous materials handling, and any rules and protocols specific to a particular facility.

Trainees are expected to perform good housekeeping practices, including shared responsibility for maintaining a safe and orderly environment, cleaning work spaces, cleaning up after oneself and staying alert for hazards and other safety issues.

4.6.6 Tool Use

All Trainees are expected to learn and execute the proper use of all tools included in the Training Cycle. In particular, Trainees will be required to master the safety rules and protocols for every tool and tool type presented for use.

Misuse of tools, especially if presenting a danger to others and/or due to irresponsibility, negligence or unauthorized use, may be grounds for disciplinary action, including possible dismissal from the Program.

4.7 Training Activity Expectations and Ground Rules

The following rules will be enforced regarding conduct by Trainees in classrooms and other training or activity settings:

4.7.1 Attendance

It is expected that each Trainee will attend all scheduled class sessions and other activities of the Program, will be on time according to the schedule, and will be prepared to engage in the curriculum and training activities of the day. When tardy to training sessions, Trainees will be expected to enter quietly, engage the work at hand, and catch up to any information that has been missed.

4.7.2 Respect

It is expected that each Trainee will show respect, courtesy and consideration to all Program staff, partner agency representatives and fellow Trainees throughout the training cycle. This implies that a Trainee's behavior will not obstruct the teaching process by Program staff or the learning process by other Trainees.

4.7.3 Professionalism and Integrity

It is expected that each Trainee will carry himself or herself with professionalism and integrity as a member of the training class, both within and outside the Program setting. This implies approaching the training task with serious intent and commitment, dealing constructively with conflict, communicating appropriately with all persons involved in a training activity, and showing truthfulness and trustworthiness in all Program activities.

4.7.4 Attitude

Each Trainee will be expected to be alert and ready to learn, pay attention, to engage in hard physical work and to maintain a positive attitude throughout the training cycle. Sleeping during class or work time is not permitted, and a Trainee caught sleeping will be asked to leave the Program site for that day, subject to loss of Attendance Points.

4.7.5 Stewardship

Trainees will be expected to exercise care and participate fully in maintaining clean and orderly class and work spaces, which may include a range of custodial and stewardship tasks such as taking out the garbage, washing dishes, cleaning bathrooms, sweeping and mopping floors, organizing materials, re-arranging furniture, and other needed tasks.

4.7.6 Alcohol and Drug Use

The Program will not tolerate use by Trainees of alcohol or non-prescribed drugs during Program hours or in such a manner that a Trainee is impaired by alcohol or drug intoxication during those hours.

4.7.7 Cheating

Any Trainee caught cheating during testing or other certification activities will be immediately dismissed from the Program.

4.7.8 Stealing

Any Trainee caught stealing materials, equipment or other property from the Program, Partners or Trainees will be immediately dismissed from the Program.

4.7.9 Cell Phones

Cell phone use is not permitted during class and work time, but may be permitted during lunch and other break times as determined by Program staff. Calls considered urgent for the Trainee will be handled by Program office staff and referred to the Instructor or Program Manager for allowing the Trainee to step out of the class for such calls.

4.7.10 Food and Drink

No food or drink is allowed in classrooms or training sites, aside from water, coffee or other (authorized) refreshment in a sealable container. Food and drink are allowed in the training site area for lunch and on special occasions as notified by Program staff.

4.7.11 Personal Property

- Personal possessions not needed or required in the class or work site will be stored in locations as directed by Program staff. Upon completion of the training cycle, Trainees will have up to one week in which to remove their items from the premises, after which time any unclaimed items will be donated to a local agency.
- Trainees are advised not to bring their own personal tools to the training site, except as specifically approved as an exception by Program staff.
- The Program is not responsible for theft or loss of personal property.

4.7.12 Program Property

Program materials, tools and equipment may not be removed from the training site, except as specifically allowed by Program staff. Upon successful completion of a training cycle, Trainees will be allowed to take with them specific items on the approval of Program staff.

Trainees are responsible for maintaining and using personal protection equipment (PPE) as provided by the Program. Any Trainee not having such equipment when needed for a training activity will not be permitted to participate in such activity for that day.

4.7.13 Dress Code

Except as otherwise allowed by Program staff, the following dress code will apply to all training cycle activities, with specific additions or exceptions to be made by the Program as needed to suit a given activity:

- Offensive, sexually explicit or suggestive clothing is not permitted.

- Shirts must be in good condition and appropriate to class and work setting. Long and short-sleeved shirts and T-shirts are allowed, provided there is no written material that is offensive or that depicts alcohol, drugs or anti-social messages. Tank tops and sleeveless shirts are not permitted.
- Trousers should be in good condition and in comfortable-fitting khaki, jeans, cargo or similar style, with no shorts or excessively tight or loose pants permitted.
- Footwear must be closed-toe, preferably in the form of work boots. Sports shoes with thick and solid-grip soles may be allowed. High-heeled and casual shoes (such as flats, loafers, canvas sneakers, or flip-flops) will not be permitted.
- Headwear such as bandanas, welding caps and baseball caps is permitted, as long as it does not interfere with the work of the Trainee or of other Trainees and does not contain any offensive or anti-social written material.
- No dangling or bulky jewelry of any kind is permitted to be worn at the class or work site.

4.7.14 Violence and Harassment

The Program will not tolerate any act or threat of harassment or violence by a Trainee, a Program staff member or a partner representative toward another person in any Program site or activity. Any physical altercation, threat of violence or intimidating or harassing communication may be the cause of immediate dismissal of the perpetrator from the Program.

4.7.15 Weapons

The Program will not permit the presence or on-site possession of any firearms or other weapons by any Trainee, Program or Partner representative.

4.7.16 Public Health Orders

The Program will do everything in its power to ensure the health and safety of all participants, including complying with public health orders and protocols related to public health threats such as contagion from epidemic or pandemic viral outbreaks, including protocols specific to re-opening of in-person business. This may include organizing classes to be held virtually or in “hybrid” combination with in-person sessions. In the event in-person class sessions are held within these protocols, a trainee who has been tested, medically diagnosed or observed to be contagious from a viral infection will immediately be quarantined away from the Program’s operational sites and will not be re-admitted during the training cycle in question. The trainee will be permitted to enroll in a subsequent training cycle without penalty, contingent on medical proof of not being contagious.

4.8 Personal Life Issues

4.8.1 Communicate

It is understood that Trainees may experience obstacles or personal issues that might affect participation in the Program in some manner. Trainees will be expected to let Program staff know of such issues, and staff will assist as possible.

4.8.2 Constructive Resolution

The Program acknowledges that outside forces might affect the life of a Trainee, but it is expected that Trainees will not allow such matters to negatively affect their behavior toward others in the Program.

4.8.3 Romantic Relationships

Trainees are expected to refrain from public displays of affection with other Program Trainees, staff or partners and to not allow any relationships to adversely affect the learning environment of the classroom or training sites.

4.8.4 Family Members

Outside of special times or as allowed by Program staff, Trainees may not have children or other family members at the training site during Program time, as this may distract Trainees from learning tasks or present safety issues to the Program.

4.8.5 Borrowing and Lending

Other than routine sharing among Trainees of food and drink or minor supplies as permitted by the Program, it is prohibited for Trainees to make financial deals with one another or with Program or partner personnel, such as borrowing and lending money, during the course of the Training Cycle.

4.9 Discipline

Any conduct by a Trainee that is deemed by Program staff to interfere with or adversely affect the Program may be grounds for disciplinary action.

4.9.1 Offenses, Violations and Infractions

Program staff may consider any of a range of behaviors as grounds for disciplinary action, some of which may initially warrant a verbal warning, while others may be subject to a written reprimand or dismissal. In general, a Trainee's failure to meet the requirements and provisions contained in these Trainee Policies will serve as the basis for evaluating whether disciplinary action is needed.

4.9.2 Progressive Discipline

Depending on the nature, seriousness, timing and repeated status of an infraction, as well as the facts of the situation and/or the attitude of the Trainee, Program staff will choose a disciplinary approach best suited to the infraction but will generally follow a three-tiered disciplinary process:

- (1) Verbal Warning – At this stage, the infraction may be the first committed of this nature by the Trainee, and it is not of such magnitude as to endanger the Program or its Trainees.
- (2) Written Warning – Such a written document may be issued by the Program to the Trainee in the event of a repeated infraction, or because the Program Manager determined that the infraction either undermined the integrity or otherwise negatively impacted the Program or its Trainees.
- (3) Dismissal – Such action may be taken by the Program in the event the Trainee committed more than two infractions, received more than one verbal or written warning, or engaged in egregious behavior with clear and

significant negative impact to the Program or its Trainees, which may include such conduct as repeated failure to attend Program activities, showing up impaired by alcohol or drug use, reckless and dangerous use of tools, threatening or harassing others, or engaging in an act of violence.

4.9.3 Alcohol and Drug Abuse

- The Program will enter into an agreement with one or more authorized local providers to conduct testing for alcohol or drug use at pre-selection and when the Program has reasonable suspicion that this policy has been violated.
- If Program staff have a reasonable suspicion that a Trainee is under the influence of alcohol or intoxicating drugs while on site and during Program hours, the Trainee will be given the option of undergoing a timely alcohol/drug screening test at Program expense, as conducted by agreement with an authorized local provider. Failure to consent to a test will be grounds for automatic dismissal from the Program.
 - If the Trainee tests positive for alcohol or drug use or impairment, the Trainee will be terminated from the Program.
 - If the Trainee tests negative, the Trainee will be allowed to re-join the Program in progress and to receive full credit for attendance on that day.

4.9.4 Grievance

Trainees are encouraged to communicate any issues, grievances or other concerns about the Program with Program staff in a frank and honest manner. If matters cannot be solved through this avenue, then to proceed forward the Trainee must submit the concern in writing to the Program Manager, or if the grievance directly concerns the Manager, to the GGEDC Executive Director. All appropriate contact information will be provided to Trainees at orientation.

The Manager and/or Director may conduct an independent investigation and seek to resolve the complaint as constructively and satisfactorily as possible. Final authority for disposition of a complaint rests with the GGEDC Executive Director.

4.10 Program Completion

4.10.1 Goal Commitment

All Trainees are expected to commit to the highest performance they are capable of and to achieving the goal of successful completion and certification according to the standards of the Program.

4.10.2 Employment Assistance

- The Program does not guarantee job placement for any Trainee. However, it is the Program's intent to teach needed skills – both on and off the job site – to enable each Trainee to find a job for which he or she is trained and suited.
- For each Trainee receiving a “Highly Recommended” rating, the Program Manager will make a determination on which employers to refer the Trainee to, will meet with the Trainee regarding those prospective employment opportunities, and with the concurrence of the Trainee, will proceed to recommend the Trainee to specific employer(s) based on the Program's

judgment of best fit.

- In recommending Trainees for employment, the Program will first consider Program partners who have agreed to participate in connection with the On-the-Job Training program. However, as other employment opportunities become known, the Program may also refer Trainees to other employers.
- It is the Trainee's responsibility to follow through when invited by employers to interview for a job. Failure to follow through may result in the Program modifying or rescinding its "Highly Recommended" rating for that Trainee.
- In the event a top-performing Trainee is invited to take a job with a local Program partner employer prior to completion of the given Training Cycle, the Trainee will be offered the option of completing the vacated certifications, including the program completion certificate, by either (a) completing the remaining coursework in a subsequent cycle, or (b) testing out of the remaining modules on appointment with the Program Manager.

4.10.3 Certificates

Upon successful completion of the Core Program, each qualifying Trainee will receive:

- a Program Completion certificate;
- Core Curriculum Certifications under the National Center for Construction Education & Research (NCCER) standard; and
- a 10-hour General Industry Completion card under standards of the Occupational Safety & Health Administration (OSHA).

Upon receipt of these certificates, the Trainee is responsible for keeping or replacing the card at his or her own cost.

Trainees are not guaranteed to receive these certificates if they do not pass the necessary tests and/or if they do not complete and graduate from the class. They will also not be permitted to participate in any tool-related training activities if they do not pass the Safety portion of the NCCER.

Other tests and certifications may be administered in addition to the Core Curriculum, such as in welding and other trades for which the trainee has qualified.

4.10.4 Trainee Evaluation

Program staff will conduct an interim evaluation of each Trainee upon completion at the midpoint of the training cycle and a final evaluation at the end of the cycle. The interim evaluation will seek to identify any serious shortfalls or obstacles to the Trainee's successful completion of the course, and the final evaluation will include an official Final Recommendation based on the Trainee's performance, a copy of which will be provided to the Trainee.

Final Recommendation will place the Trainee in one of the following categories:

- (1) Highly Recommended – Reflecting the Trainee's excellence in successfully meeting all tasks and certifications involved in the course, demonstration of strong work ethic, consistent compliance with Program rules and expectations, cooperative attitude in working with others, leadership and dependability, and good math and literacy skills. The list of "Highly

Recommended” graduates from a Training Cycle will be provided to local employers for their use and reference.

- (2) Recommended – Reflecting the Trainee’s basic success in completing the course, showing hard work, leadership potential, good attendance habits and improved math and literacy skills.
- (3) Not Recommended – Reflecting the Trainee’s inability to successfully complete the course, either due to skill limitations, dismissal from the Program, or other limiting factors.

These individual recommendations may be modified or rescinded in the future subject to the Trainee’s follow-up and performance at employment sites. Additionally, the recommendation protocol itself may be modified in light of changes in program delivery in response to externally imposed regulations, such as public health orders restricting in-person/on-site classes.

4.10.5 Exit Conference

Upon completion of the course, each Trainee will be provided with an Exit Conference by Program staff, in which the Final Recommendation and a written recommendation letter will be presented.

4.10.6 Post-Graduation

Trainees who achieve a “Recommended” or “Highly Recommended” rating from the Program will be provided with post-graduation assistance in the form of referrals to advanced trainings and connections with potential employers.

5 ADMINISTRATIVE POLICIES

5.1 Pre-Qualification Process

The pre-qualification process includes the following steps:

5.1.1 Program Intake

In the weeks prior to commencement of a Training Cycle (usually of 10-week duration), GGIWP staff conduct an Intake process that includes community outreach via a variety of methods and media. During this Intake period, interested candidates register their interest by completing a First Step Intake form, either in-person, by phone, or online. The Program office, headquartered in Gallup at the GGEDC, includes all registered candidates in its database.

5.1.2 Inter-Agency Procedures

When State-administered and funded programs are involved in support of the training cycle, specific inter-agency procedures will be included, such as those requiring specific approval of trainee eligibility for financial support.

5.1.3 Candidate Review

From the pool of Program candidates approved by the Program, as well as by the training funding agency, if applicable, the Program Manager reviews and selects

candidates for interview, proceeds to invite selectees to a scheduled interview, and then selects the top candidates for approved enrollment.

5.1.4 Trainee Selection

- Drug Screening

Prior to final selection and invitation to become trainees, top-rated candidates will be required to undergo pre-enrollment drug testing.

[As noted in these policies at §§ 4.9.3, the Program will enter into an agreement with one or more authorized local providers to conduct testing for alcohol or drug use at pre-selection or when the Program has reasonable suspicion that this policy has been violated.]

- Invitation

Based on the interviews and drug testing, the Program Manager selects the top pre-qualifiers, extends the Program's invitation to enroll as Trainees, and refers them back to partner agencies for enrollment in programs that provide financial support for the trainees' participation.

5.2 Trainee Documentation and Tracking

5.2.1 Trainee File

The Program File for each Trainee will include, at minimum:

- **SECTION A: TRAINING CYCLE QUICK-REFERENCE**

Key documents will be included in the first section for quick reference by Program staff when reviewing Trainee Files, including at minimum:

- Contact Form. A copy of the Trainee's Contact Form, including notations and up to date information on funding sources supporting the Trainee's participation.
- Training Schedule. A copy of the Schedule for the Training Cycle, along with changes and modifications made in the course of the Cycle.
- Program Policies. A copy of the Program Policies.
- Disciplinary Actions. Documentation of actions taken by the Program Manager in response to non-compliance of the Trainee with Program policies and rules, including notations of Compliance Points received or lost in the course of the Training Cycle.

- **SECTION B: ENROLLMENT**

- Candidate Contact Form. This serves as the Program's first documentation of interest by a candidate. The web-based form can be filled out online by interested candidates on the Program's website, or can be filled out on paper for later transfer to electronic format by Program staff. Both electronic and paper records will be maintained.
 - The Program Manager will be responsible for reviewing all Contact Forms and passing them along electronically to pertinent funding partners for their reference and preparation for formal intake into

those programs. The Form will include the date of submission and the Program Manager's signature.

- Program staff and Manager may make notations on the Candidate's Contact Form as needed to track unique or special circumstances accompanying the Candidate's submission of the form.
- If a Candidate exhibited inebriated or anti-social behavior in the presence of Program staff at the time of submitting the Contact Form, the Program Manager may exercise discretion in calling the Candidate, arranging a separate preliminary interview to determine suitability, and deciding whether to refer the Candidate to funding partners for enrollment in financial assistance programs.
- Notification of NCRC Test Score. Upon completion by candidates of WorkKeys® testing, the qualified testing provider will send notification to the Program Manager of each Candidate's *National Career Readiness Certificate* (NCRC) score, to be included in Section A of the Trainee File.
- Selection Documentation. After review of each Candidate's NCRC score and pertinent notes, the Program Manager notes on the Candidate Contact Form whether the Candidate has been chosen for next-step consideration as a potential Trainee, including final approval for enrollment in the program. The Program Manager documents the approval date and notifies the funding partner.
- Notification of Workforce Assistance Enrollment. Upon completion of the Candidate's registration in a financial assistance program with a funding partner, and the assignment of funding in support of the Candidate's training, the funding partner will notify the Program and this will be documented in the Trainee File.
- Invitation to Participate. Upon notification of the Candidate's enrollment in a financial assistance program, the Program Manager will issue an invitation to the candidate to participate in the Program as a Trainee, including information on the time and place of the first class session. This notification will be documented on the Trainee's Contact Form.
- Enrollment. On the first day of class, the Program will provide all Trainees with orientation, to include full review of the Program Policies and Trainee signatures certifying their enrollment, their receipt and acceptance of the policies and their indemnification of the Program from liabilities. A copy of all signed forms will be included in the Trainee File.

- **SECTION C: PERFORMANCE**

- Test Scores. A record will be maintained in the File of the Trainee's scores from all tests taken in the Program.
- Certifications. All certificates awarded to the Trainee, optionally including those received prior to participation in this Program.
- Record of Attendance & Compliance. Notations by staff of any non-compliance by the Trainee with the rules and policies of the Program.

- **SECTION D: POST-TRAINING FOLLOW-UP**

- Status Tracking. Post-training follow-up information regarding the Trainee's status with respect to future employment and additional training, as well as other information of value in tracking Program impact.

5.3 Budget and Finance

5.3.1 Budget Creation

General program costs will be established as a baseline for receiving and spending funds in support of the Program. Itemized and narratively detailed budgets will be established for each source of funding received by GGEDC for this program.

5.3.2 Budget Management

Budget accounts will be entered into and financial activity will be managed within the GGEDC accounting system, with financial status reviewed weekly by the Program Manager and reported out monthly to GGEDC Management.

5.3.3 Financial Reporting

- Monthly financial reports will be used as the basis for grant and contract drawdowns on a monthly or quarterly basis, as required by each respective funding source.
- Quarterly financial reports will be reported to GGEDC Management and the Board of Directors.

5.3.4 Teach Out

In the event GGIWP is unable, for whatever reason, to complete delivery of a course in which trainees have been enrolled with expectation of certification and to which external funding has been committed in support of training costs, the Program guarantees completion of the course by its staff or by contractual arrangements with other qualified providers. Regardless of the circumstances affecting program delivery, GGIWP will leverage local training and educational resources and reach out to potential providers, such as Associated General Contractors of New Mexico, to ensure that all trainees are provided the opportunity to complete certification training at no additional cost and within the specified timeframe of the class.

5.4 Reporting

5.4.1 Information Management

- Program staff will maintain accurate and timely data on all program activities and will assemble internal and external reports as needed reflecting those activities.
- Specific reporting requirements will be detailed within the specific grant and contract agreements related to each funding source, and Program staff will comply with all such requirements.

5.5 Agreements

5.5.1 Partnerships

On behalf of the GGIWP Program, the GGEDC will enter into Partnership Agreements with all cooperating agencies with a specific role in the success of the GGIWP Program. These agreements will specify contributions, roles and responsibilities to be provided by each agency in support of Program objectives.

5.5.2 Contracting and Professional Expertise

On behalf of the GGIWP Program, the GGEDC will enter into professional services agreements with firms and/or individuals with specific expertise needed to augment staff capacity within GGEDC and the Program.