

# Workforce Development Program

PM

FMFA

Vendor/ Contractor

Policy & Form are sent out with bid packet to contractors

PM awards the contract

FMO PM receives form and scans to FMFA box (fmworkforce@northwestern.edu) for tracking

FMDC PM receives form, attaches to payment request and gives to Director. Director gives form to Administrative Assistant to scan and email to FMFA box (fmworkforce@northwestern.edu) for tracking

Contractor submits Pay Application with Workforce Development Form to PM

FMFA tracks all Workforce Development Forms

PM will review waivers with Director. Final decision is at the Director level or SR. Staff.

All request for waivers must be sent to the PM with all the necessary details

FMO waivers will be scanned by PM to FMFA box (fmworkforce@northwestern.edu)

FMDC waivers: Director will have Administrative Assistant scan and send to FMFA box (fmworkforce@northwestern.edu)

FMFA will track all waivers of hours

