Workforce Development Program FFA Vendor/ Contractor PM Policy & Form are sent out with bid packet to contractors PM awards the contract Contractor submits Pay Application with Workforce Development Form to PM FDC PM receives form, attaches to payment request and gives to FO PM receives form and Director. Director gives scans to FMFA box form to Administrative (facilitiesworkforce@nort Assistant to scan and email hwest ern.edu) for to FFA box tracking (facilitiesworkforce@north weste rn.edu) for tracking FFA tracks all Workforce **Development Forms** PM will review All request for waivers with Director. waivers must be sent to the PM with Final decision is at the Director level or SR. all the necessary Staff. details FDC waivers: FO waivers will be Director will have scanned by PM to Administrative FFA box Assistant scan and (facilitiesworkforce send to FFA box @nort (facilitiesworkforce hwestern.edu) @nort hwestern.edu) FFA will track all waivers of hours