

# New Mexico TAACCCT Round 4 SUN PATH



## SUN PATH Grant Management Policies and Procedures

Grant Award: TC-26486-14-60-A-35

Santa Fe Community College

2015

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The New Mexico SUN PATH TAACCCT project provides equal opportunities (EO) to all applicants without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local regulations.

Revised September 2015

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## Introduction

SUN PATH grant policies and procedures are created with the intention of adhering to the Statement of Work, Federal and State guidelines, Special Conditions and Clauses of the grant award and the Core Monitoring Guide. All policies and procedures contained herein are subject to change based on revisions to guidance mentioned above or changes to the statement of work as approved by the DOL Federal Project Officer.

## Equal Opportunity Statement

The SUN PATH TAACCCT project provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Santa Fe Community College complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The SUN PATH TAACCCT funded program expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Santa Fe Community College employees to perform their expected job duties is absolutely not tolerated.

## Section I. Design and Governance

### Project Overview

In 2009, the American Recovery and Reinvestment Act amended the Trade Act of 1974 to authorize the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program that is administered by the Employment and Training Administration (ETA), U.S. Department of Labor (DOL). TAACCCT provides community colleges and other eligible institutions of higher education with funds to expand and improve their ability to deliver education and career training programs that can be completed in two years or less, are suited for workers who are eligible for training under the TAA for Workers

program, and prepare program participants for employment in high-wage, high-skill occupations.

New Mexico has a profound skills gap. Existing jobs in healthcare remain vacant, even while TAA workers, veterans, and other adults remain unemployed. This gap has significant impact on poverty, access to healthcare, and quality of life for communities across the state. To close this skill gap, a consortium of 11 New Mexico community colleges, the public workforce system, and more than 35 employer and industry partners propose are implementing a career pathways model to prepare participants for successful employment in the healthcare sector.

***Skill Up Network: Pathways Acceleration in Technology and Healthcare (SUN PATH)*** is a sustainable systems-change approach that builds capacity through the development of new and expanded statewide career pathways in **Allied Health, Health Information Technology (HIT), and Emergency Medical Services (EMS)**.

The SUN PATH goals are to (1) Expand capacity and systemic improvements in the delivery of healthcare career pathways that align with industry needs; (2) Increase the attainment of degrees, certifications, and industry-recognized credentials; and (3) Create strategic alignment between education and workforce systems, resulting in improved employment outcomes, retention, and average earnings.

Santa Fe Community College serves as the lead institution for the consortium and will provides overall project management with Memoranda of Agreement executed between consortia partners for project activities. The SUN PATH is available to all of New Mexico's community colleges, workforce centers and industry as a collaboration platform. The SUN project will model innovative practices and new delivery systems for TAA dislocated workers, veterans and other adults to successfully "upskill" into career pathways.

### Consortium Members

1. **Santa Fe Community College, Consortium Lead**
2. **Central New Mexico Community College**
3. **Eastern New Mexico University, Roswell**
4. **Eastern New Mexico University, Ruidoso**
5. **Mesalands Community College**
6. **New Mexico State University – Alamogordo**
7. **San Juan College**
8. **University of New Mexico, Gallup**
9. **University of New Mexico, Los Alamos**
10. **University of New Mexico, Taos**
11. **University of New Mexico, Valencia**

### **Role of the Workforce System**

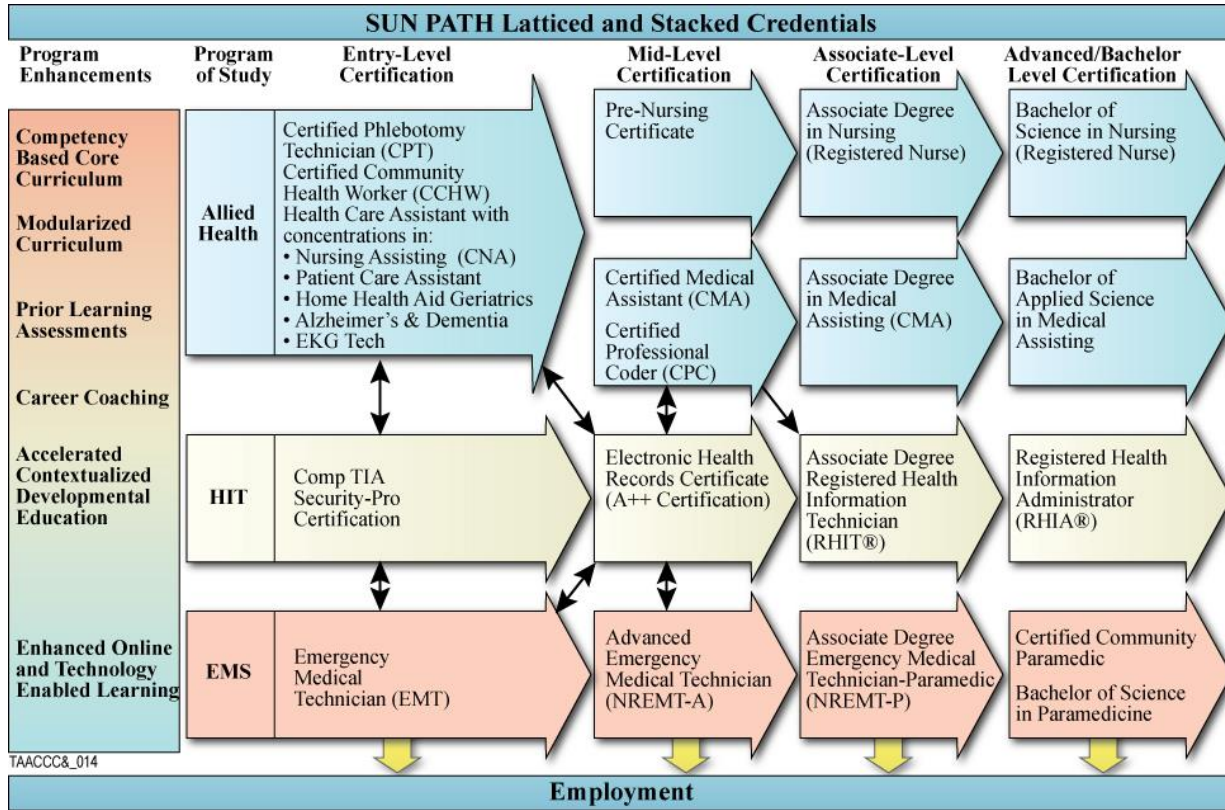
The SUN PATH project is collaborating with the New Mexico Department of Workforce Solutions (DWS) to develop a process to align educational and workforce development services. SUN PATH has contracted with DWS to provide oversight and coordination of the Job Development Career Coaches (JDCCs) located at each college. This component will be funded by a combination of TAACCCT and Public Workforce funds. The Consortium JDCC Manager will be located at and supported by the TAA Division at DWS to ensure alignment with statewide TAA services and efforts. This consortium manager will provide oversight, training, and coordination of the job development coaches across the SUN PATH consortium. JDCCs will collaborate with the regional Workforce Investment Boards (WIB) and will be trained to provide all workforce development services and resources to SUN PATH participants, including outreach to TAA workers and veterans, referrals to training, WorkKeys assessment administration, case management support, labor market information, and job search and placement support.

### **Role of Employers**

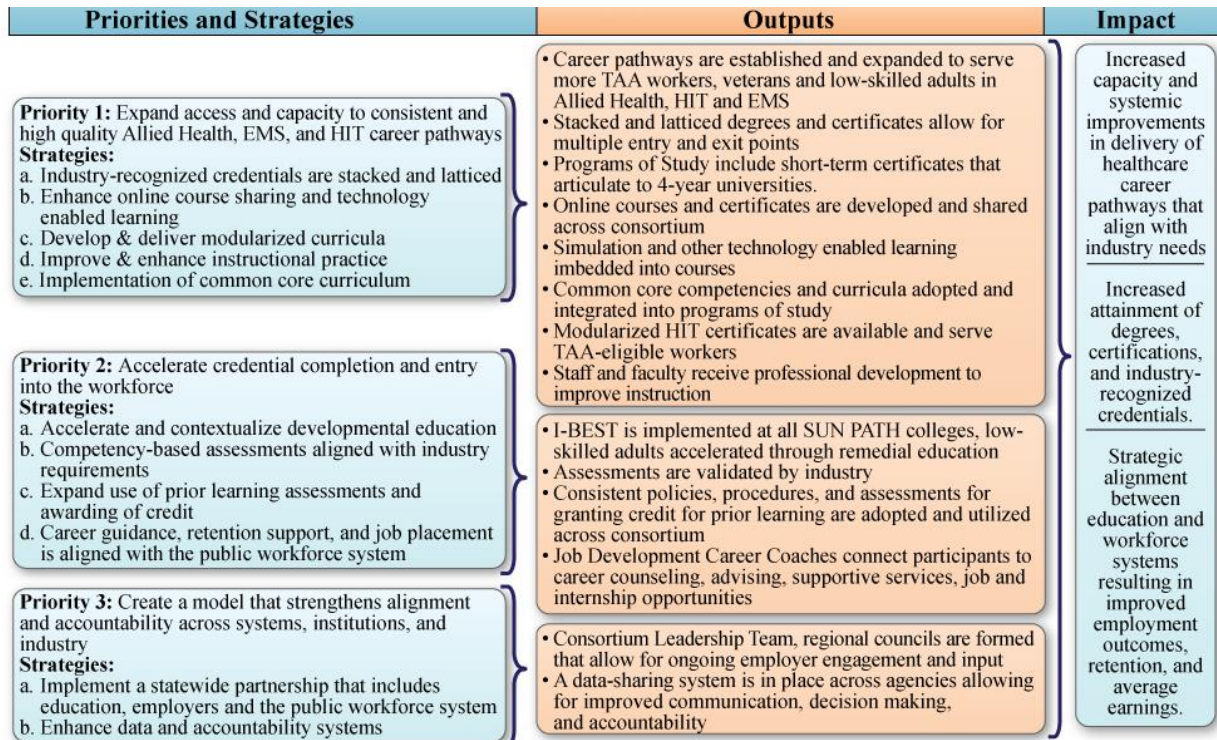
Employers will (1) serve on the project's leadership team; (2) help implement program strategies and goals; (3) identify and map the necessary skills and competencies for the program(s); (4) assist with curriculum development and designing the program; and (5) assist with the design of assessments and credentials that will address industry skill needs.

### **Career Pathways**

SUN PATH partners defined, enhanced, and clarified three main programs of study in the health professions: Allied Health, Health Information Technology (HIT), and Emergency Medical Services (EMS). The programs of study allow for stacked and latticed credentials that build upon entry-level credentials and that lead to certificate and degree attainment and career advancement. To meet New Mexico's anticipated employment needs, SUN PATH colleges are expanding certificate and associate degree enrollment capacity through alignment of courses and curriculum sequencing, the SUN Online course sharing network implemented through the TAACCCT 1-funded Skill Up Network (SUN), and medical simulations.



**Project Logic Model**





## Project Work Plan

The table below represents the project work plan. Additionally, the deliverables identified in the work plan will be submitted to the department the Department of Labor by the end date indicated on the work plan.

Priority 1: Increase access and capacity to consistent and high quality Allied Health, EMS, and HIT career pathways					
Strategy: Industry recognized credentials that are stacked and latticed					
Strategy Total: \$2,471,742		Equipment: \$0.00, Year 1: \$594,193, Year 2: \$893,824, Year 3: \$983,726			
Activities	Start Date	End Date	Implementer	Milestones	Deliverables
Development and delivery of courses and certificates in Allied Health, EMS, and HIT programs that enhance and expand a program of study offered.	Nov. 2014	Sept. 2017	SUN PATH Colleges, local and regional employers, regional and state public workforce system	1) Leadership Team identifies new courses and certificates needed to enhance and expand pathway. 2) Faculty develops and adopts syllabi and curriculum of new courses/certificates. 3) Leadership team and regional councils review and provide input. 4) Curriculum is approved by college administrations. 5) Courses are offered, students enrolled.	Certificates in Community Health Worker, Home Health Aide, Phlebotomy, Nurse Aid, Patient Care Assistant, Comp TIA Security-Pro Certification, and EMS developed and adopted (CC BY)
Entry-level certificates are identified, developed, and implemented at each college.	Nov. 2014	Nov. 2015			
Consortium Leadership Team and Regional Councils are formed and meet quarterly. Employers provide ongoing input on skills and credentials needed by industry.	Nov. 2014	Sept. 2018			
Strategy: Enhance online course sharing and technology enabled learning					
Strategy Total: \$2,587,133		Equipment: \$900,000, Year 1:\$1,584,514, Year 2: \$510,757, Year 3: \$491,863			
Activities	Start Date	End Date	Implementer	Milestones	Deliverables
SUN Online: Identify online courses and certificates that can be adopted and shared across consortium using the online course sharing system.	Jan. 2015	Sept. 2017	Each SUN PATH college	1) Leadership Team created. 2) Analysis of courses/ certificates needed and offered complete. 3) Instructional designers enhance online courses. 4) Online courses/certificates approved by administration and available through SUN Online. 5) Online courses shared are QM certified.	- 20 courses enhanced with technology enabled learning (CCBY3.0 ) -18 online courses QM certified -Participants access technology through 15 high fidelity mannequins and 11 tablet carts at consortium colleges and in the RMSC
Utilize instructional designers to develop and enhance online/hybrid courses.	Mar. 2015	Mar. 2017			
Enhance and expand Quality Matters (QM) to certify online courses that are shared across consortium.	Sept. 2015	Sept. 2017			

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Establish Regional Medical Simulation Centers (RMSC). Expand simulation capabilities at each college.	Mar. 2015	Sept. 2017	CNM, ENMU– Roswell, SJC, and SFCC  Each SUN PATH college	6) Regional simulation staff is hired. 7) Simulation equipment is purchased; simulations are developed and implemented into the Allied Health, EMS, and HIT pathways. 8) Faculty are trained	- 10 simulations developed and shared (CCBY3.0) -Ongoing technical support through RMSC technicians and instructional designers
<b>Strategy: Development and delivery of modularized curricula</b>					
<b>Strategy Total: \$448,719</b>		<b>Equipment: \$0.00, Year 1: \$198,064, Year 2: \$127,689, Year 3: \$122,966</b>			
<b>Activities</b>	<b>Start Date</b>	<b>End Date</b>	<b>Implementer</b>	<b>Milestones</b>	<b>Deliverables</b>
Modularized non-credit bearing courses and certificates in Health Information Technology offered and targeted to TAA workers.	Jan. 2015	Sept. 2017	CNM , TAA Division at DWS	1) HIT courses and certificates are modularized and offered through CNM. 2) TAA-eligible participants are recruited and enrolled.	HIT curriculum and certificates are available online as a non-credit offering. (CCBY3.0)
<b>Strategy: Improve and Enhance Instructional Practice</b>					
<b>Strategy Total: \$559,499</b>		<b>Equipment: \$0.00, Year 1: \$158,451, Year 2: \$204,303, Year 3: \$196,745</b>			
<b>Activities</b>	<b>Start Date</b>	<b>End Date</b>	<b>Implementer</b>	<b>Milestones</b>	<b>Deliverables</b>
I-BEST professional development	Nov. 2014	Sept. 2017	Each SUN PATH college	1) Professional development needs assessed. 2) Opportunities identified. 3) Local, specific trainings developed and delivered 4) Staff and faculty attend regional and national trainings	- 11 I-BEST faculty trained - 15 staff receive PLA training through CAEL - 30 faculty trained at the RMSCs - 10 faculty receive QM training - 30 staff and faculty attend national conferences including DOL meetings.
PLA professional development	Nov. 2014	Sept. 2017			
Simulation professional development	Nov. 2014	Sept. 2017			
QM and online technology	Nov. 2014	Sept. 2017			
Discipline-specific professional development	Nov. 2014	Sept. 2017			
<b>Strategy: Implementation of common core curriculum</b>					
<b>Strategy Total: \$477,376</b>		<b>Equipment: \$0.00, Year 1: \$99,032, Year 2: \$255,378, Year 3: \$122,966</b>			
<b>Activities</b>	<b>Start Date</b>	<b>End Date</b>	<b>Implementer</b>	<b>Milestones</b>	<b>Deliverables</b>

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Support adoption of NMNEC model for nursing programs across consortium. Adopt similar model for EMS curriculum across the consortium.	Mar. 2015	Mar. 2017	Each SUN PATH college	1) Establish task force. 2) Leadership team identifies or creates syllabus for existing or new course curriculum. 3) Administration approves curriculum.	- 4-year articulation agreements signed for nursing and EMS - Common core curriculum for health pathways developed and offered online  (CCBY3.0)
Adoption and expansion of common core courses for entry-level Allied Health, EMS, and HIT certificates across consortium.	Nov. 2014	Jan. 2015			

### Priority 2: Accelerate credential completion and entry into the workforce

#### Strategy: Accelerated and contextualized developmental education

<b>Strategy Total: \$2,098,122</b>	<b>Equipment: \$0.00, Year 1: \$594,193, Year 2: \$766,135, Year 3: \$737,794</b>				
Activities	Start Date	End Date	Implementer	Milestones	Deliverables
Recruit adult education and developmental education students into health and HIT entry-level certificate programs.	Nov. 2014	Aug. 2017	Each SUN PATH College	1) Leadership Team identifies new entry-level certificates to implement and faculty creates syllabus. 2) Curriculum committee approves integrated syllabus. 3) I-BEST technical and basic skills faculty are hired and trained. 4) All 11 colleges implement I-BEST model into pathways.	I-BEST Integrated lesson plans are developed and shared online.  (CCBY3.0)
Expand and incorporate I-BEST model into entry-level certificate programs at all colleges.	Nov. 2014	Sept. 2017			

#### Strategy: Competency based assessments aligned with industry requirements

<b>Strategy Total: \$699,374</b>	<b>Equipment: \$0.00, Year 1: \$198,064, Year 2: \$255,378, Year 3: \$245,931</b>				
Activities	Start Date	End Date	Implementer	Milestones	Deliverables
Identify existing competency-based assessments that can be integrated into programs of study	Nov. 2014	Nov. 2015	Each SUN PATH College,	1) Meetings with business partners to determine industry requirements. 2) Competencies determined. 3) Existing competency based assessments identified. 4) Existing assessment integrated into programs of study. 5) New assessments validated by industry	- SUN PATH programs of study integrate existing competency-based assessments - Community Health Worker, Personal Care Assistant, and Community Paramedic assessments developed and
Develop new competency-based assessment based on industry requirements	Nov. 2014	Aug. 2017	Employer and Industry reps,  DWS		

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					shared online (CCBY3.0)
<b>Strategy: Expand use of prior learning assessments and awarding of credit</b>					
<b>Strategy Total: \$1,847,467</b>		<b>Equipment: \$0.00, Year 1: \$594,193, Year 2: \$638,446, Year 3: \$614,829</b>			
<b>Activities</b>	<b>Start Date</b>	<b>End Date</b>	<b>Implementer</b>	<b>Milestones</b>	<b>Deliverables</b>
PLA Manager and Coordinators and SUN Pathway coordinators hired and trained by CAEL.	Nov. 2014	Sept. 2017	Each SUN PATH College	1) Assessment tools available online. 2) SUN PATH staff complete training on use of assessments for granting CPL. 3) Consistent cut scores for assessments and certificate crosswalks are agreed upon and approved through an MOU by all colleges. 4) Competency-based assessments identified, developed, and implemented across consortium.	- Content for PLAs, certificate crosswalks, and adopted CPL policies and procedures for allied health, HIT, EMS professions are online (CCBY3.0)
Develop consistent policies and procedures for granting credit for prior learning (PLA) across the consortium.	Mar. 2015	Mar. 2016	Each SUN PATH College, CAEL		
Develop consistent crosswalks for industry recognized Allied Health, EMS, and HIT certificates and credentials.	Mar. 2015	Mar. 2016			
Implement and utilize PLAs, including CLEP, ACE, and WorkKeys, upon entry into program of study.	Mar. 2015	Sept. 2017			
<b>Strategy: Career guidance, retention support, and job placement that is aligned with the public workforce system</b>					
<b>Strategy Total: \$1,838,591</b>		<b>Equipment: \$0.00, Year 1:\$396,128, Year 2: \$510,757, Year 3: \$491,863, Year 4: \$19,600</b>			
<b>Activities</b>	<b>Start Date</b>	<b>End Date</b>	<b>Implementer</b>	<b>Milestones</b>	<b>Deliverables</b>
On-site Job Development Career Coaches (JDCC's) are hired and managed by DWS.	Nov. 2014	Sept, 2017	Each SUN PATH College, DWS	1) Contract with DWS complete and JDCCs hired. 2) JDCCs complete training. 3) Outreach efforts to TAA and veterans. 4) Public Workforce Resources readily available to participants. 5) Regional Councils are formed and meet quarterly. 6) Jobs and internships are identified and	-JDCCs available at each consortium college -Participants have access to DWS information and resources, including the VCN-Healthcare site, job search and résumé writing tools -Regional Councils provide resources on skills, job
JDCCs utilize public workforce system to provide targeted outreach to TAA workers and Veterans.	Mar. 2015	Sept, 2017			
JDCCs are trained in and utilize all career guidance services and resources provided by the public workforce system to support participants.	Jan. 2015	Sept, 2017			

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DDCs coordinate and facilitate regional councils, serving as the connection between participants and internships or employment opportunities identified by employer partners.	Jan. 2015	Sept. 2018	Each SUN PATH college, DWS, WIBs, employer partners	participants are placed accordingly.	readiness and job placement - Participants are connected with internships and jobs.
<b>Priority 3: Create a model that strengthens alignment and accountability across systems, institutions, and industry</b>					
<b>Strategy: Implement a statewide partnership that includes education, employers and the public workforce system.</b>					
Strategy Total: \$369,287		Equipment: \$0.00, Year 1: \$99,032, Year 2: \$127,689, Year 3: \$122,966, Year 4: \$19,600			
Activities	Start Date	End Date	Implementer	Milestones	Deliverables
Consortium Leadership Team and Regional Councils are formed and meet quarterly. Employers provide ongoing input on skills and credentials needed by industry. Information is shared across the consortium.	Nov. 2014	Sept. 2018	Each SUN PATH college, DWS, WIBs, employer partners	1) Leadership and Regional Council meet quarterly. 2) Consortium web portal developed to share information. 3) Annual report published and shared across consortium	Statewide systemic changes in healthcare education and workforce development
<b>Strategy: Enhance data and accountability systems</b>					
Strategy Total: \$2,022,796		Equipment: \$0.00, Year 1: \$514,967, Year 2: \$520,972, Year 3: \$516,456, Year 4: \$470,401			
Activities	Start Date	End Date	Implementer	Milestones	Deliverables
Third party evaluator provides quantitative and qualitative data on program outcomes	Nov. 2014	Sept. 2018	SFCC Lead,  Each SUN PATH	1) Consortium contracts with 3rd-party evaluator. 2) Data portal infrastructure is functional. 2) Link the student/workforce data. 3) Accurate quarterly and annual reports submitted on a timely basis. 4) Results reports and online scorecard available. 5) Accurate and accountable financial and program monitoring at each college. 6) Dissemination of data and updates on program outcomes through regional councils and leadership team.	- Evaluation reports An integrated data and accountability system for Allied Health, EMS, and HIT - Quarterly and annual reports - Employment scorecard  - Data portal
Design, develop, and test the warehouse and portal for data storage, analysis, and synthesis.	Nov. 2014	Sept. 2015	College, Evaluation Team, DWS and NM Higher Education Department		
Utilize and draw from two data sources: 1) college administrative data systems, 2) state unemployment insurance wage data.	Nov. 2014	Sept. 2017			
Financial and program monitoring at individual colleges.	Nov. 2014	Sept. 2017			
Quarterly and annual reporting and evaluation.	Nov. 2014	Sept. 2017			

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Online employment results scorecard	Jan. 2015	Sept. 2017			
Leadership teams and regional coalitions to review and analyze data and make recommendations for improvements.	Mar. 2015	Sept. 2018			
<b>CCBY3.0 = Creative Commons Attribution 3.0 License</b>					

## SUN PATH Projected Outcomes

The labor market demand for occupations identified by the SUN PATH Consortium projects a 21% job growth over the next eight years (34,660<sup>xxi</sup> currently employed). Outcomes align with labor market data, the available pool of TAA workers, unemployed veterans, low-skilled adults, and capacity for potential program expansion.

1	Unique Participants Served	Year 1	Year 2	Year 3	Year 4	<b>Total</b>
		403	1,453	2,259	NA	<b>4,115</b>
2	Participants Completing a TAACCCT-Funded Program of Study	Year 1	Year 2	Year 3	Year 4	<b>Total</b>
		221	650	996	852	<b>2,719</b>
3	Participants Still Retained in Their Program of Study or Other TAACCCT-Funded Program	Year 1	Year 2	Year 3	Year 4	<b>Total</b>
			280	355	426	<b>1,061</b>
4	Participants Completing Credit Hours	Year 1	Year 2	Year 3	Year 4	<b>Total</b>
		383	1,380	2146	NA	<b>3,909</b>
5	Participants Earning Credentials	Year 1	Year 2	Year 3	Year 4	<b>Total</b>
		217	637	976	835	<b>2,665</b>
6	Participants Enrolled in Further Education after TAACCCT-funded Program of Study Completion	Year 1	Year 2	Year 3	Year 4	<b>Total</b>
		11	43	135	90	<b>279</b>
7	Participants Employed After Program of Study Completion	Year 1	Year 2	Year 3	Year 4	<b>Total</b>
		0	195	573	878	<b>1,647</b>
8	Participants Retained in Employment After Program of Study Completion	Year 1	Year 2	Year 3	Year 4	<b>Total</b>
			175	516	791	<b>1,482</b>
9	Participants Employed at Enrollment Who Receive a Wage Increase Post Enrollment	Year 1	Year 2	Year 3	Year 4	<b>Total</b>
			93	234	608	<b>935</b>

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### Projected Outcomes by College

		CNM	Roswell	Ruidoso	MCC	NMSU-A	SFC C	SJC	Gallup	UNM LA	UNM Taos	UNM V	Total
1	Unique Participants Served	798	462	232	224	302	467	512	323	217	260	319	<b>4115</b>
2	Participants Completing a TAACCCT-Funded Program of Study	525	304	153	147	201	306	341	215	145	173	210	<b>2719</b>
3	Participants Completing Credit Hours	201	116	58	56	82	115	138	88	59	70	80	<b>1061</b>
4	Participants Still Retained in Their Program of Study or Other TAACCCT-Funded Program	758	438	221	213	286	443	486	307	206	247	303	<b>3909</b>
5	Participants Earning Credentials	515	298	150	144	197	300	334	211	142	169	206	<b>2665</b>
6	Participants Enrolled in Further Education after TAACCCT-funded Program of Study Completion	53	31	15	15	21	31	36	23	15	18	21	<b>279</b>
7	Participants Employed After Program of Study Completion (Non- Incumbent Workers)	311	180	90	87	127	178	214	136	91	108	124	<b>1646</b>
8	Participants Retained in Employment After Program of Study Completion (Non-Incumbent Workers)	280	162	81	78	114	161	193	122	82	97	111	<b>1482</b>
9	Participants Employed at Enrollment Who Receive a Wage Increase Post Enrollment (Incumbent Workers)	185	107	54	52	75	106	127	81	54	64	73	<b>977</b>



## Section II. Grant and Program Management Systems

### Applicable Federal Regulations

Consortium members are subject to the following federal regulations under this project:

#### *Uniform Administrative Requirements:*

- **29 CFR Part 95**, for Institutions of Higher Education, Hospitals and other Non-Profit Organizations and Commercial Organizations.

#### *Cost Principles:*

- **2 CFR 220**, for Institutions of Higher Education.

#### *Other regulations as applicable:*

- 29 CFR Part 96 and 99, Single Audit Act
- 29 CFR Part 93, Lobbying Certification
- 29 CFR Part 37, Nondiscrimination and Equal Opportunity Requirements
- 29 CFR Part 98, Debarment and Suspension; Drug Free Workplace
- 20 CFR Part 652 et al., Workforce Investment Act
- Wagner-Peyser Act

### Communication

The communication process during the period of the grant requires that the Consortium provide an audit trail of communications. Based upon this, the following procedures will be followed:

#### Meetings

Weekly, bi-monthly, monthly, or quarterly meetings will take place for all of the program components. Taskforces will be formed as needed and the frequency of the meetings will depend on the identified needs of each taskforce. Most meetings will be remotely conducted through via GoToMeeting, a web hosted meeting service, and a few meetings will be conducted in person. The Consortium will make every effort to host meetings in locations across the consortium.

#### Dropbox

The SUN PATH will use Dropbox, a cloud sharing service, to share all administrative and program related documents. Program Policies and Procedures will also be maintained shared on Dropbox.

#### Basecamp

Basecamp, an online collaboration tool, will be used for all groups and taskforces to communicate collaborate and plan grant activities.

## Roles and Responsibilities

### Lead Institution

1. Santa Fe Community College is the lead institution in the grant and as such has the award with the Department of Labor. The role of the lead institution includes:
2. The only point of contact with the Department of Labor for communications, which includes receiving and responding to all inquiries or communications under the grant.
3. The only entity within the consortium that has the ability to receive funds from the Department of Labor Payment Management System.
4. Responsible for the submission of all deliverables under the grant, including all technical and financial reports related to the project regardless of which consortium member performed the work.
5. Responsible for the stewardship of all expenditures under the grant.

### Co-Grantees - (Consortium Partners)

1. Develop and carry out the initiatives for which it has responsibility as defined in DOL's approved Statement of Work and Work Plan and Timeline in a manner that demonstrates commitment to both the SUN PATH goals and collaborative practices with consortium colleges and partners.
2. Hire all required staff to implement DOL TAACCCT services as defined in the DOL approved scope of work and budget narrative.
3. Follow Generally Accepted Accounting Principles (GAAP) rules and regulations promulgated by the Department of Labor regarding the management and use of federal funds.
4. Provide all institutional support services and office space with no more than a 5% administrative indirect cost charged by consortium partner to the Department of Labor TAACCCT grant.
5. Provide the DOL TAACCCT office at SFCC with monthly/quarterly invoices and supporting back up documentation. Funds should be committed, all goods and services received, by the end of the grant period September 30, 2018.
6. Submit DOL 9130 Financial Reports quarterly using the accrual method of accounting.
7. Follow all TAACCCT Policies and Procedures.
8. Work in accordance to the Co-Grantee Agreements and the Core Monitoring Guide. See the Core Monitoring Guide Checklist in Appendix A.

## Records

Per 29 CFR 95.53

“Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report or for award that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by DOL.”

All original records, including time and effort sheets, should be kept at each institution. SFCC will maintain all copies of invoices, supporting documentation, timesheets, APTC records, and any other relevant data for three years from the date of the final financial submission.

At any time, the Inspector General, the Comptroller General of the United States, or any of their duly authorized representatives, have the right of timely and unrestricted access to any books, documents, papers, or other records. Santa Fe Community College also has the right to access any of the aforementioned documents that are pertinent to the award.

### Participant Files

All TAACCCT grantees in New Mexico are required to maintain participant files for all individuals reported as participants. Participant files will be kept in the Department of Workforce Solutions (DWS) Online Connection System.

### Personnel

All staffing for New Mexico TAACCCT services must be aligned with the grant Scope of Work and positions designed to assure responsible general management of the organization. Any changes to personnel including changes in staff/faculty people, titles or FTE must be communicated to the Project Director.

Job Development Career Coaches are considered employees of the NM Department of Workforce Solutions. However, colleges must support these positions with office space, access to technology and college resources and students.

### Reporting

To maximize successful grant performance, reporting and measuring of grant outcomes is necessary. TAACCCT grantees are required to submit Quarterly Narrative Program Review's (QNPR) and Financial Reports (ETA 9130) that track performance and spending of the grant throughout the life of the grant. Both reports are required to be filed throughout the grant's period of performance. Appendix B, Consortium Partner Reporting Schedule, contains the dates identified for data collection needed from co-grantees and submission deadlines for the reports required for this TAACCCT grant.

### **Quarterly Narrative Program Review (QNPR)**

The QNPR details key milestones and achievements attained during each reporting quarter, along with descriptions of challenges and successes encountered. Reporting quarter end dates are June 30, September 30, December 31, and March 31st of each project year. Both the QNPR and Quarterly Financial Report (9130) are due to DOL no later than 45 days after the end of the quarter. All consortium partners must submit all programmatic and fiscal information by 3 weeks after the end of the quarter. Refer to Appendix C, QNPR Co-Grantee Questions, for program manager's QNPR Questions and Instructions.

QNPR will be compiled and submitted by the TAACCCT Project Manager and will be reviewed and certified by the Lead Institution's (SFCC) President.

### **Financial Reporting (DOL ETA 9130)**

Each partner will submit on a quarterly basis a DOL ETA 9130, Financial Report, to the lead institution on a monthly or quarterly basis. Refer to Appendix D, US DOL ETA Financial Report 9130, for instructions on completing the form. All costs reported will be cumulative using the accrual method. Costs that must be reported are: all expenditures, obligations, administrative costs and leveraged costs. Supporting documentation for costs reported must accompany the 9130.

### **Annual Program Review (APR) and Program Evaluation**

The APR is comprised of data related to the grant's performance targets and measurements that have been specifically designed to align with grant statement of work and is submitted annually. University of New Mexico's Center for Education Policy and Research (CEPR) serve as grant evaluators for this project. CEPR provides central coordination for the measurement of progress, implementation and outcomes for all Programs of Study related to the SUN PATH consortium. In addition, consortium members are required to participate in DOL's national evaluation efforts.

### **Program Monitoring and Reviews**

The SUN PATH Project Director at Santa Fe Community College is responsible for monitoring the budget expenditures and Performance Measures of all TAACCCT consortium partners. Each consortium member will have one on-site monitoring visit per year and one desk monitoring session to ensure program compliance and to provide technical assistance.

### **Budget Analysis**

Consortium partner expenditures are reviewed on a quarterly basis to ensure adequate budgetary controls to avoid over or under spending of grant funds. All expenditures must be reasonable, allowable, allocable, and adhering to the approved statement of work. If there is concern with over spending or significant under spending for each quarter, the SUN PATH Project Director

will schedule a program monitoring meeting with TAACCCT administrators at the identified consortium partner institution.

### Performance Reviews

The SUN PATH Project Director will communicate when a Consortium partner is falling short of meeting the deliverables (performance measures) identified in the DOL Scope of Work, a Performance Assessment plan will be developed and implemented in partnership between TAACCCT lead administrators and the identified consortium partner administrators to address the problem identified.

### Performance Assessments

A performance assessment tool, SUN Program Monitoring Report, (Appendix E) will be utilized in an effort to address any identified concerns. The performance assessment will become a part of the consortium partner file. Both the partner and the SUN PATH Project Director will work to resolve the issue in a timely manner, following up and updating the monitoring report as needed and conducting a close out of the concern.

### Outreach, Promotional and Instructional Materials

The New Mexico SUN PATH logo will be used across the consortium to maintain a consistent image for grant purposes. A clear high resolution logo should be used at all times. High resolution digital copies of the logo can be obtained from the SUN PATH Project Director.

In addition, all outreach and promotional materials developed all or in part using grant funds must include the following statements:

*“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.”*

*“The New Mexico SUN PATH TAACCCT project provides equal opportunities (EO) to all applicants without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local regulations.”*

### Open Educational Resources and Creative Commons Licensing

DOL requires that you share what you build with the TAACCCT grant funds. All resources created (new builds and revisions) using grant funds must be released under the Creative Commons Attribution 3.0 license (CC BY). CC BY is a copyright license that grants permission to the public

to reuse, revise, remix or redistribute the materials for any purpose so long as the user gives attribution to the author. All grantees must designate a CC BY license on any printed and online materials created with TAACCCT funds. There are six different kinds of CCBY licensing authors can use. For more information go to: <http://creativecommons.org/licenses/>.

Pre-existing copyrighted materials licensed or purchased by the grantee are subject to the intellectual property rights the grantee receives under the terms of the particular license or purchase. Additionally, works created by the grantee without grant funds do not fall under the Creative Commons license requirement.

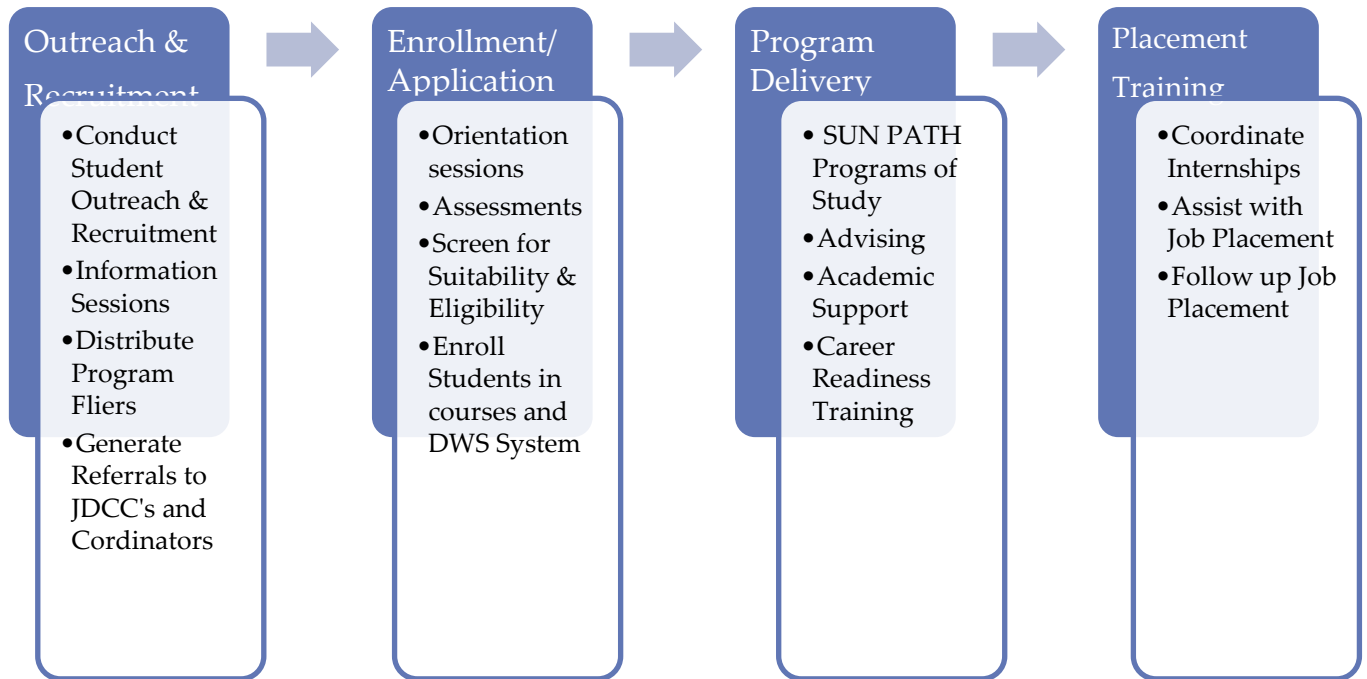
### **Accessibility and Universal Design**

All online and digital materials developed with SUN PATH TAACCCT funds must meet the Americans with Disabilities Act (ADA) standards for accessibility, and adhere to the Universal Design for Learning (UDL) principles.

### **Equipment**

Equipment is defined as having a unit cost of greater than \$5,000 and is tangible property with a useful life of at least a year. Equipment must be tagged and tracked. All equipment must be approved by DOL through a budget modification process prior to purchase (even if equipment is included in approved budget narrative).

## SUN PATH Process Flow



### Outreach and Recruitment

The New Mexico SUN PATH program begins with the Outreach/Recruitment process area. This is when key stakeholders are made aware that the program exists and learn more about the applicability to them as business owners, prospective students, general public, etc. The intent is that by raising awareness prospective students will be interested in enrolling and healthcare providers will seek to hire students from the program. Once a prospective student's interest is confirmed he/she is referred to the SUN PATH Site Coordinator or Job Development Career Coach. If the prospective student decides he/she is not interested then the process ends (the individual may be referred to another program).

#### Recommended steps in the outreach process:

1. Create program outreach materials
2. Presentations and meetings with internal and external stakeholders
3. Distribute and collect 'interest forms or referrals' to collect contact information for participants who are interested
4. Keep lists of interested participants
5. Conduct a series of informal sessions
6. Distribute application to those who are serious about enrolling

### Your outreach plan should answer the following questions:

- Who is being communicated to (target audiences)?
- What are the messages that need to be communicated?
- Who should deliver those messages?
- When should those messages be delivered?
- How should those messages be delivered?

Creating awareness is ongoing throughout the life of the grant program. Once awareness has been achieved with a prospective student then efforts focus on the next process: Generate Referrals.

### Potential Target Audiences

#### External

- Community based organizations
- Faith based organizations
- Workforce boards
- Former students who dropped out or weren't accepted into a health related program such as nursing
- Local libraries and community centers
- Hospitals and healthcare providers

#### Internal

- Adult education classes
- Developmental education classes
- Advisors
- Faculty
- Career center
- Counseling
- Financial aid
- Tutoring
- Veterans services

### Potential Messages to Communicate

- What's in it for me?
  - Short term training targeted to specific high-demand jobs that start at \$10-\$15 per hour; enhance your resume with nationally recognized certifications; Increase your marketability; network with local employers; benefit from career counseling, mentoring, and placement services.
- Employment outlook (statistics)
- Student and employer testimonials
- Program requirements
- Overview of application process



- Program/class information

### Potential Methods of Communication

- Brochures
- News letters
- Press releases
- Video presentations
- Testimonials
- Informational sessions
- Job fairs
- Meetings
- Presentations

### Application and Enrollment

The Enrollment/Application process area begins when a prospective student has decided that he/she is interested in enrolling in the SUN PATH program. He or she works with the SUN PATH Coordinator or Job Development Career Coach to assess if he/she is suitable for the program, as well as eligible for funding assistance (if needed). If suitability and eligibility are determined to be “yes” the prospective student then successfully enrolls in the program. If the prospective student is not suitable for the program and/or eligible for funding assistance explore other placement options such as adult education courses to build their basic skills. Screening for Suitability and Eligibility Screen for Suitability and Eligibility is the first process under Enrollment/Application. It is the starting/access point for prospective students considering the SUN PATH program. There are two critical questions that must be answered during this process for the student to proceed: “Is the prospective student suitable for the program?” and “Is the student eligible for financial assistance for the program?” If the student does not need financial assistance (e.g., paying for the program directly or having an employer pay for the program) then the second question can be skipped.

All SUN PATH programs of study will have minimum required test scores to be eligible for enrollment. The cut off levels will depend on the college, test and program of study. Coordinators will need to work with college staff to determine appropriate cut scores for various programs of study. Additionally, programs might develop a specific set of criteria for recruiting students to more rigorous programs of study that require a high level of determination and persistence. The application process can help to set and communicate high expectations to prospective participants, even if they meet the minimum qualifications

### Recommended steps in the application process:

1. Provide application to prospective student (paper or online)
2. Student completes and submits application

3. Coordinators and/or JDCC's review provided information
4. Determine if the student is suitable for the program?

Recommendation: At this step, the prospective student should be notified that they will likely receive a drug and background check as required as a part of most healthcare certifications.

Questions to consider to determine suitability:

- Is he/she attending college already?
  - Do they have previous experience in the healthcare field?
  - What levels of education does he/she have?
  - What are his/her entry level skills?
  - Does he/she have time to devote to the program?
  - Does he/she have reliable transportation?
  - Is he/she employable?
  - Does the student need financial aid?
  - Does the student qualify for financial assistance such as Pell, WIOA, or private scholarships?
5. If yes, does the student need to take placement test and assessments?
  6. If yes, register student for tests. Students schedule and take tests.
  7. Determine appropriate placement for students.

### Recommended steps in the enrollment process:

SUN PATH students must be dually enrolled in 1) the DWS workforce systems and 2) the college that is providing the training. For new students who have never attended college before, SUN PATH coordinators may need to provide assistance with completing the college application process and enrolling in the appropriate courses. For students who are already enrolled in college and are choosing to also enroll in a SUN PATH program students must complete a DWS Online Connections Participant Enrollment form.

1. Assist with college application and course enrollment (for new students)
2. Have students complete and submit SUN PATH DWS Participant enrollment form (Appendix I) to the onsite JDCC or SUN PATH coordinator
3. JDCC enters student information in DWS online connection system and creates a student profile for each SUN PATH student
4. If student qualifies for WIOA funds, SUN PATH coordinator and/or JDCC works with the WIOA representative to collect the appropriate documentation and refer students for the funds.
5. If not, refer student to financial aid department and assist with exploring other avenues of scholarship funding.

### SUN PATH Participant Eligibility – Who Counts?

A participant may be eligible for a program but may or may not be suitable as determined through the application process. Below is a description of participant eligibility. These are participants that can be counted if it is determined that they are suitable.

#### Unique Participant:

1. Any student in a **SUN PATH associated class** that has been impacted by SUN PATH dollars.
  - a. Examples (online, hybrid or I-BEST) that is directly influenced by SUN PATH program dollars.
  - b. This could include a course created with the support of the SUN PATH grant, a course using SUN PATH dollars to make additions or changes to the curriculum, or a course with an instructor trained and/or funded with SUN PATH funds.
2. Any student enrolled in a **SUN PATH program of study** that has completed the DWS Online Connections Registration form and is enrolled in the DWS Online Connections system by the onsite JDCC.

#### Program Completer

The total number of unique participants who completed any grant-funded program to date.

1. Only students who are considered participants can be counted as completers (see Unique Participant definition above).
2. The student must complete all required courses as prescribed by the program to confer the degree or certificate. Clarification note: The student may complete any combination of traditional and redesigned courses in order to complete the degree requirement.
3. **Participants who complete should only be included once during the period of performance, even if they complete multiple programs.**

#### Target Population Definitions

All SUN PATH programs are required to target outreach efforts to the identified target postulations defined below.

#### Low Skilled/Under Prepared

Students who test below 'college level' course work in either math or English as identified through standard assessments used by the SUN PATH college will fall in to this category. These are students who are enrolled in adult education programs or developmental education courses.

### TAA

Students who qualify for the Trade Adjustment Assistance (TAA) program through the Department of Workforce Solutions (DWS). TAA workers can be identified through the DWS staff (Job Development Career Coach Manager – Waldy Salazar)

### Veterans

According to the Annual Performance Report, Veterans can be identified in two primary ways, as the actual veteran or as an eligible spouse of a veteran. Veterans can be verified through:

- Self-report – a student can declare veteran status on an admission application
- Chaptered Benefits – a student can receive funds from the federal government to cover tuition and fees under an array of benefits
- Chapter 35 benefits are listed as Eligible Dependents; this can include spouses and children. DOL is only interested in capturing data on spouses, so additional verification of students that receive Chapter 35 benefits will be needed.
- Career Coach – the career coach can also work with students to verify veteran’s status on a one on one basis. This process can help work with previously mentioned Chapter 35 recipients.

### Incumbent Workers

Students who are currently employed but whom are looking for an upgrade in work

### High School Students are NOT eligible

The focus of the grant is on Low skilled adults, TAA, Veterans and low wage earners that can benefit from an increased skill set in health care. Though High School Students may be able to enroll in the courses and programs that are touched by grant dollars, those students are not eligible grant participants while they are still in high school. Once a student successfully graduates from high school, they are eligible from that point forward.

## Section III. Financial Management Systems

### Financial Reporting

All Financial Reporting will be submitted by Santa Fe Community College. The DOL ETA 9130, Financial Report, will be submitted quarterly through ETA Reporting Information on this report will be compiled by the Consortium Fiscal Manager and reviewed by the Consortium Grant Director. The report will be submitted by partners on a monthly or quarterly basis and then certified by the SFCC Grants Accountant. See Appendix C for instructions for completing the ETA 9130.

## Accounting Records

All reports will be submitted using the accrual system. The following will be adequately identified on each reporting cycle:

1. Awards
2. Obligations
3. Assets
4. Liabilities
5. Income
6. Expenditures

All income and expenditures must be accompanied by source documentation and maintained using Generally Accepted Accounting Principles (GAAP).

## Draw Down of Funds

Santa Fe Community College is the only institution that has the ability to draw down funds from the Department of Labor for the TAACCCT Round 4 grant. Funds will be drawn down on a per need basis. The funds will be overseen by the TAACCCT Program Director and drawn down by the SFCC Grant Accountant.

## Invoicing for Reimbursement

Partner schools may invoice for fund reimbursement on either a monthly or quarterly basis. Invoices are to comply with the Department of Labor format for government accounting as prescribed by 29 CFR Part 95. In addition to the invoice, supporting documentation such as general ledger reports or transactions must be included for the period invoiced.

Invoices are to be submitted on a monthly basis, following the previous quarter or month's expenses. Invoices may be mailed electronically to: [margaretmary.woodd@sfcc.edu](mailto:margaretmary.woodd@sfcc.edu) for processing.

Invoices for reimbursement at a minimum **must** include the following:

1. Name/title of Grant: **TRADE ADJUSTMENT ASSISTANCE COMMUNITY COLLEGE AND CAREER TRAINING GRANTS PROGRAM, New Mexico SUN PATH**
2. TAACCCT Grant Number: **TC-26486-14-60-A-35**
3. Name of Partner Institution
4. Budget Categories:
  - a. Personnel
  - b. Fringe Benefits
  - c. Travel
  - d. Supplies
  - e. Contractual
  - f. Other
5. Total Amount for each budget category invoiced for monthly or quarterly period. All expenditures must stay within the allocated budget assigned to each consortium partner.

Up to 20% may be transferred between line items, with the exception of salaries, benefits, and indirect costs, with approval of the SFCC SUN PATH Project Director providing the transfer does not affect the overall 20% budget limit. A budget adjustment request must be submitted to SFCC grant director if requesting an adjustment to salaries, benefits, or indirect costs. Budget modifications that exceed the 20% limit or changes to the personnel, fringe benefit or indirect line items must be approved by the ETA Grant Officer.

6. Certification Statement:
  - a. "I hereby certify that the expenditures are true and correct to the best of my knowledge and were used for the sole purpose of the above reference grant."
7. Signature of Certifying Official

### Budget Monitoring

In order to provide audit detail, the following supporting documentation will be requested of consortium partners on an 'as needed' basis (at least bi-annually) to provide a process of monitoring expenditures of co-grantees.

1. Salaries – detail paycheck history report for each position and the period being reported.
2. Time and Effort Reports
3. Fringe Rates and Administrative Costs
4. Travel allocation reimbursement requires the following for each person that traveled:
  - a. Travel Authorization Request with supporting detail
  - b. Travel support documentation which should include:
  - c. Mileage College Car or Mileage Personal Vehicle
  - d. Lodging
5. Supplies will require detailed receipts of the purchase
6. Contracts with all invoices and receipts

### Internal Controls

There must be a clear and controlled separation of duties for all accounting. The New Mexico TAACCCT Consortium strives for transparency. The Santa Fe Community College Grants Accountants will provide general oversight for all grant funding. One accountant will be responsible for inputting financial report information and the other will certify all financial reports.

### Budget Controls

A comparison of actual expenditures to approved budget plan will be maintained internally. Quarterly reports will be shared with consortium partners that compare forecasted versus actual expenditures. These controls will provide accountability as well as prevent overspending.

### Audit and Audit Resolution

All funded SUN PATH consortium partners must have a system in place for an audit of financial activity in accordance with the provisions of 2 CFR 200.501 Section C: Subpart F, if applicable. The organization maintains an audit and audit resolution process, including debt collection in

accordance with Federal grant requirements. A state auditor approved copy of the most current audit report is required to be sent to the lead grant institution as soon as it is approved by the state auditor.

### Indirect Cost Rates

As specified in OMB Cost Principles at 2 CFR 220, 225, and 230, indirect costs are “costs incurred for a common or joint purpose, benefiting one or more cost objective, and not readily assignable without a disproportionate effort.”

Santa Fe Community College will apply the indirect cost rate (ICR) against the appropriate bases(s) in accordance with the terms of the approved indirect cost rate agreements for all co-grantees. The Memorandum of Agreements (MOA) between SFCC and all co-grantees limit indirect costs to no more than **10** percent of total direct salaries and fringe benefits.

Title 29 Code of Federal Regulations (29 CFR), Part 95.21 (b) (1), provides that grantees’ financial management systems shall provide for accurate, current and complete disclosure of the financial results of each federally-sponsored project or program in accordance with DOL’s reporting requirements. Title 2 Code of Federal Regulations (2CFR), Part 220, Appendix A, Section C.1 provides:

“Composition of total costs: The cost of a sponsored agreement is comprised of the allowable direct costs incident to its performance, plus the allocable portion of the allowable indirect costs of the institution.”

### Administrative Cost Limit

Pursuant to 20 CFR 667.210(b), grantees are advised that there is a 10% limitation on administrative costs on funds administered under this grant. In no event, may administrative costs exceed 10% of the total award amount. The costs of administration shall include those disciplines enumerated in 20 CFR 667.220(b) and (c). Appendix F, Administration Costs Chart is a matrix for specific cost and category allocation.

### Cost Allocation

In controlling costs related to the grant, the SUN PATH Grant can only allocate costs to the grant to the extent that a benefit was received. All costs should be directly based on the Statement of Work and Budget Narrative. All funded SUN PATH consortium partners must also have a system in place to ensure the program is incurring necessary and reasonable costs and is only charging allowable and allocable costs to the grant.

A cost is allocable to particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received.

“There must be written evidence, such as a timesheet or time and efforts that costs being allocated to the grant are being treated consistently over time and within the accounting system, are

necessary and reasonable, and are allocated to the grant based upon the benefit received (DOL/ETA Core Monitoring Guide).” Refer to Appendix G, Allowable Costs Chart.

### Leveraged Costs

Leveraged costs are those costs which are necessary and reasonable for proper and efficient accomplishment of the project or program objectives which are provided by the institution (examples: office space, computers, telephones, classroom space, services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program). **All of these costs must be documented and verifiable from the recipient’s records and reported quarterly on DOL ETA 9130.**

### Line Item Flexibility

Flexibility is allowed within the grant budget (*except wages, salaries and fringe benefits, and indirect cost rates*), provided no **single line item** is increased or decreased by more than 20%. Changes in excess of 20% and any changes in wages, salaries, and fringe benefits, and indirect cost rates ***must*** receive prior written approval from the Grant Officer.

Any changes in mix or match within the wages and salaries line do not require a grant modification. However, our assigned DOL Federal Project Officer (FPO) must review these changes prior to implementing these changes. Failure to obtain such prior written approval may result in cost disallowance.

### Budget Modification Requests

To pursue a modification of an approved grant agreement, co-grantee must submit an official request identifying the requested changes and provide detailed justification pertaining to the changes to the SFCC Grant Director. The SFCC SUN PATH Project Director will then submit the request to Department of Labor Federal Program Officer (FPO). The following must be submitted with all budget modification requests:

1. A letter with your organization’s letterhead, signed by your signatory authority, the person who signed the MOU.
2. Specific information, justification and documentation to support the approval of your modification request
3. A budget narrative addressing the following:
  - a. The dollar amount of increase or decrease for each changing budget line item.
  - b. A description of the changes in the grant activity that necessitate the change in each budget line item.
  - c. A new total for each changing budget line item.
  - d. A description of the changes in grant activity that necessitate the change in each budget line item.



## Time and Effort Requirements

The Department of Labor required that each person paid under the grant provide an accounting for their time. The basic principle is that of demonstrating the effort under the grant as opposed to non-grant activities. TAACCCT funded employees may use their standard time and effort reports as used by the institution in which they work.

Each person will track their time for the month and submit their time and efforts to their respective grants manager by the 10<sup>th</sup> of the following month for the previous month. See Appendix H for specific guidelines.

## Travel

1. Travel and transportation will be authorized by each institution's TAACCCT program lead. It is the responsibility of each institution's program lead that all lodging and expenses are made within the institutions guidelines.
2. While traveling, please remember to collect all receipts for reimbursement. Supporting documentation is required when requesting reimbursement for travel. This includes travel expenses for lodging, transportation, and any other authorized expense incurred costing over \$75. This should be completed using local institution's Travel Support Documentation.
3. Individuals traveling will be reimbursed at the rate of their respective institution but no greater than the IRS rate.
4. No meals shall be reimbursed for trips within twenty miles of office location/
5. No reimbursement for overnight accommodations will be made within fifty miles of office location headquarters. All lodging charges must be supported by a detailed receipt.
6. Travel by commercial airlines will be reimbursed for coach class only.

## Section IV. Approvals

### SUN PATH Policies and Approval

SUN PATH Consortium Partners will agree abide by the established policies and procedures to carry out the goals and objectives of the DOL ETA TAACCCT New Mexico Skill UP Network: Pathway Acceleration in Technology and Healthcare (NM SUN PATH) Grant (Appendix J).

## APPENDIX A

### CORE MONITORING GUIDE CHECKLIST

#### CORE ACTIVITY 1: Design and Governance

- OBJECTIVE 1.1: Strategic Planning
- OBJECTIVE 1.2: Service Design
- OBJECTIVE 1.3: Program Integration

#### CORE ACTIVITY 2: Program & Grant Management Systems

- OBJECTIVE 2.1: Administrative Controls
- OBJECTIVE 2.2: Personnel
- OBJECTIVE 2.3: Civil Rights
- OBJECTIVE 2.4: Sustainability
- OBJECTIVE 2.6: Equipment
- OBJECTIVE 2.7: Procurement
- OBJECTIVE 2.8: Audit and Audit Resolution
- OBJECTIVE 2.9: Reporting Systems

#### CORE ACTIVITY 3: Financial Management Systems

- OBJECTIVE 3.1: Budget Controls
- OBJECTIVE 3.2: Cash Management
- OBJECTIVE 3.3: Program Income
- OBJECTIVE 3.4: Cost Allocation
- OBJECTIVE 3.5: Allowable Costs
- OBJECTIVE 3.6: Internal Controls
- OBJECTIVE 3.7: Financial Reporting
- OBJECTIVE 3.9: Cost Classification

#### CORE ACTIVITY 4: Service/Product Delivery

- OBJECTIVE 4.1: Operating Systems
- OBJECTIVE 4.2: Participant Files
- OBJECTIVE 4.3: High-Growth Jobs

#### CORE ACTIVITY 5: Performance Accountability

- OBJECTIVE 5.1: Service Goals
- OBJECTIVE 5.2: Performance Outcomes
- OBJECTIVE 5.4: Performance Data

## APPENDIX B

### Consortium Partner Reporting Schedule

<i>Quarterly Narrative Progress Report</i>		
<b>Quarter End Dates</b>	<b>Status Input Due BY</b>	<b>Report Activities that Occurred During:</b>
December 31, 2017	January 25, 2015	October 1 – December 31, 2017
March 31, 2015	April 25, 2015	January 1 – March 31, 2015
June 30, 2015	July 25, 2015	April 1 – June 30, 2015
September 30, 2015	October 25, 2015	July 1 – September, 2015
December 31, 2015	January 25, 2016	October 1 – December 31, 2015
March 31, 2016	April 25, 2016	January 1 – March 31, 2016
June 30, 2016	July 25, 2016	April 1 – June 30, 2016
September 30, 2016	October 25, 2016	July 1 – September, 2016
December 31, 2016	January 25, 2017	October 1 – December 31, 2016
March 31, 2017	April 25, 2017	January 1 – March 31, 2017
June 30, 2017	July 25, 2017	April 1 – June 30, 2017
September 30, 2017	October 25, 2017	July 1 – September, 2017
December 31, 2017	January 25, 2018	October 1 – December 31, 2017
March 31, 2018	April 25, 2018	January 1 – March 31, 2018
June 30, 2018	July 25, 2018	April 1 – June 30, 2018
September 30, 2018	October 25, 2018	July 1 – September, 2018

### **Program Evaluation Data Submission Deadlines**

January 15<sup>th</sup> for prior **Fall** semester

September 15<sup>th</sup> for prior **Spring and Summer** semesters

## APPENDIX C

### Quarterly Narrative Progress Report (QNPR)

#### Co-Grantee Questions

**TAACCCT Institution:**

**Program Offered:**

**Number of students for each pathway who successfully completed the semester of coursework:**

- 1. Provide a brief summary of grant activity for the Quarter**
- 2. Leveraged Resources:**
  - Provide an update on the organizations that contributed the resources
  - Provide an update on the ways in which the resources were used during the current quarter
- 3. Status Update on Employer Involvement:**
  - Discuss how the required employer(s) has been involved during the current phase of the project.
  - Outline specific roles and contributions of the employer(s) during this quarter.
  - Identify any challenges encountered/resolved in the development and management of the employer involvement.
  - Discuss new employers and commitments that may have been added to support the project.
- 4. Update on recruitment efforts for future cohorts**
- 5. Best Practices and Promising New Strategies (Optional)**
- 6. Success Stories (Optional)**

## APPENDIX D

### US DOL ETA Financial Report 9130

#### Report Submission

All grant recipients are required to submit Financial Report, DOL ETA 9130 via DOL's on-line reporting system.

#### Reporting Requirements

1. Submission is required on a quarterly basis. **Reporting quarter end dates will correspond to the following calendar quarter end dates: March 31, June 30, September 30 and December 31.** A final quarter 9130 is required at the completion of the quarter encompassing the grant award end date, or at the completion in which all funds have been expended, whichever comes first. The final quarterly report must be indicated by selecting "Yes" in item 6, Final Report.
2. Quarterly reports, including the final quarter report, are required to be submitted *no later than 45 calendar days for grant lead, 30 days for consortium partners* after the end of each specified reporting period. The reporting due dates are: **May 15, August 15, November 15, and February 15.**
3. A closeout report is required to be submitted *no later than 90 calendar days for SUN PATH Project Director, 60 days for consortium partners* after the grant end date. The closeout report is separate from (and additional to) the final quarter report. The closeout report does not need to be completed until the grant closeout process begins.
4. All financial data is required to be reported **cumulative from grant inception**, through the end of each reporting period. Expenditure data is required to be reported on an **accrual basis**.
5. Cash management and financial status information are required for all reports.

#### Instructions for Completing DOL ETA 9130, Financial Report

Block 1: US DOL/ETA/OGCM

Block 2: TC-26486-14-60-A-35

Block 3: Santa Fe Community College (Primary)  
Institution Name (co-grantee) and address

Block 4a: 106610793

Block 4b: 850311615

Block 5: 411076-5111-102

Block 6: check "No"

Block 7: Pre-filled "Accrual"

Block 8: From: October 1, 2014, To: September 30, 2018

Block 9: Quarter Ending date (31 March, 30 June, 30 September, 31 December)

Block 10, Transactions

Federal Cash, a-c: enter "zero"

Federal Expenditure and Unobligated Balance,

d. Funds Authorized is approved budget amount

e. Expenditures

f. Administrative Expenditures

g. Unliquidated Obligations

h. Total Obligations (sum of lines e and g)

i. Unobligated Balance (line d minus h)

Recipient Share, j-n:

j. total recipient share required, enter "zero."

k. recipient share of expenditures: enter leveraged costs to date

l. recipient share of unliquidated obligations- enter amount of leveraged purchase orders (usually none, if so enter 'zero').

m. total recipient obligations – sum of lines k and l

n. remaining recipient share to be provided (line j minus m) – this should be a negative number – that is okay, because recipient share is NOT required

Program Income, o-q: Enter "zero"

Block 11: Additional expenditure data required

Other, a: Enter "zero"

Block 12, Remarks: as necessary to explain/justify entries

13, Certification, a-b: Name, title, contact details and signature of certifying official. Can be same individual that certifies invoices

**APPENDIX E**

**SUN PATH Program Monitoring Report**

New Mexico SUN PATH Program Monitoring Report	
Date:	
Consortium Partner:	
Program Activity:	
Problem Identified:	
Proposed Solution:	
Date:	
Follow-up:	
Signature of SUN PATH Project Director:	Date:
Signature of Co-Grantee Program Coordinator:	Date:





**APPENDIX F**

**Administrative Costs Chart**

**Matrix of Specific Cost and Category Allocation**

<b>Grantee Costs</b>	<b>Admin</b>	<b>Program</b>
Salaries and Fringe Benefits		
Staff:		
Accounting	X	
Administrative Overhead	X	
Advertising	X	X
Audit Services	X	
Audit Staff	X	
Automatic Data Processing	X	X
Budgeting	X	
Case Management		X
Clerical Asst. to a Supervisor of line staff		X
Clerical Asst. to Training Personnel		X
Contracting for Admin. activities	X	
Contracting for Program activities		X
Coordination of Participant Services		X
Counseling		X
Data Processing	X	X
Development of OJT/WE Training Plans		X
Eligibility Determination		X
Executive Staff	X	
Fiscal Staff	X	
Follow Up Analysis		X
Initial Assessment		X
Intake		X



## SUN PATH Grant Management Policies and Procedures

Job Coach		X
Job Developer		X
Job Search Assistance		X
Labor Market Analysis		X
Legal Staff	X	
Maintenance Staff	X	X
Monitoring	X	X
Non-Discrimination		X
Objective Assessment		X
Outreach to Employers to Obtain Job Listings		X
Participant Follow-Up		X
Participant Payment Processing		X
Personnel Staff	X	
Placement Staff		X
Procurement Staff	X	X
Program Analysts	X	X
Program Design/Curriculum		X
Supervisors	X	X
Training Personnel (client)		X
Other:		
Core Services		X
Development & Maintaining List of Eligible Training Providers		X
Equipment Expenditures	X	X
Establishment of Board		X
Indirect Costs	X	X
Insurance & Indemnification	X	X
Intensive Services		X
Interest	X	X
Maintaining Individual Training Accounting System		X
Maintenance & Repair	X	X
Management Studies	X	
Materials & Supplies	X	X

## SUN PATH Grant Management Policies and Procedures

Memberships	X	X
Monitoring Service Providers		X
Motor Pools	X	X
Performance Tracking (MIS)		X
Pre-award Costs	X	
Premises	X	X
Professional Services	X	X
Publication and Printing	X	X
Purchase Participant Tracking System		X
Purchase Financial Mgmt. System	X	
Rental Costs	X	X
Staff Training & Education	X	X
Subscriptions	X	X
Taxes	X	X
Training Services		X
Transportation	X	X
Travel	X	X
Utilities	X	X
Allowances		X
Incentive/Bonus Payments		X
OJT Training		X
Tuition:		
Entrance Fees for Participants		X
Needs-Based Payments and Financial Assistance		X
Tuition for Participants		X
One Stop Operator Cost:		
Preparing Budgets	X	
Negotiating MOU's		X
Preparing Contracts, P.O.'s	X	
Public Relations (General)		X
Financial Mgmt. Systems	X	
Payroll Systems		

## SUN PATH Grant Management Policies and Procedures

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Audit Systems (staff)	X	
Monitoring/General Oversight	X	
Personnel System	X	

## APPENDIX G

### Allowable Costs

Cost Principle Chart for Sponsored Projects Subject to A-21				
Expenditure Type	A-21 Section	Allowable	Unallowable	Per the Agreement
<b>Advertising</b>	J1			
Recruitment of personnel		X		
Procurement of goods and services		X		
Ceremonial assemblies			X	
Promotional items			X	
Designed solely to promote institution			X	
<b>Alcoholic Beverages</b>	J3		X	
<b>Alumni Activities</b>	J4		X	
<b>Commencement and Convocation</b>	J8		X	
<b>Communication</b>	J9			
Recurring line charges-Generally			X	
Long distance, fax and telegraph		X		
<b>Compensation</b>	J10			
Salaries/Benefits – Admin & Clerical Staff--Generally	F5, F6		X	
Specified in sponsored agreement	F5, F6	X		
Directly related technical personnel	J10	X		
Deans of faculty and graduate schools	J12	X		
Overload pay for consultation services-Generally	J10		X	
Sabbatical Leave	J10			X
Vacation payouts – proportional share	J10	X		
<b>Donations/Contributions</b>	J15		X	
<b>Entertainment, including meals</b>	J17		X	
<b>Equipment/Other Capital Expenditures</b>	J18			X
<b>Executive Lobbying</b>	J28			X
<b>Fundraising</b>	J20		X	
Goods and Services for Personal Use	J22		X	

## SUN PATH Grant Management Policies and Procedures

Insurance-Generally	J25			X
Against defects of materials or workmanship			X	
Lobbying	J28		X	
Losses on Other Sponsored Agreements	J29		X	
Maintenance and Repair	J30, F4	X		
Memberships, Subscriptions, and Professional	J33			
Activities in business, technical and professional organizations-vital to the project		X		
Membership in business, technical and professional organization		X		
Subscriptions to business, professional and technical periodicals		X		
Membership in any civic or community organization			X	
Membership in country club or social or dining club or organization			X	
Patent Costs-Generally	J34	X		
Plant Security	J35	X		
Pre-agreement Costs--Generally	J36		X	
Prior approval by sponsor or delegated authority		X		
Professional Service	J37	X		
Proposal Related Expenses	J38		X	
Rearrangement and Alteration of Facilities	J40	X		
Recruitment	J42	X		
Rental for Buildings/Equipment	J43	X		
Scholarships, Fellowships and Student Aid	J45			
General purpose			X	

## APPENDIX H

### Guidelines for Submitting Time and Effort Reports

Time and Effort reports are required by the Department of Labor for TAACCCT grants. The data reported in these report are collected to evaluate the effectiveness of grant implementation. Time and effort reports are prescribed by OMB Circular A-102 and **must** include the following information:

Name/title of Grant **TRADE ADJUSTMENT ASSISTANCE COMMUNITY COLLEGE AND CAREER TRAINING GRANTS PROGRAM, New Mexico SUN PATH (SUN)**

Grant Number **TC-26486-14-60-A-35**

Duration of Grant **1 October 2014 through 30 September 2018**

Institution Name

Individual Name

Reporting Period(Monthly) **Beginning Date:  
Ending Date:**

Description of duties performed for the grant during stated period **Indicate number of hours spent in training or effort**

Program or Administrative Time **Indicate how much time was spent on program activities and how much was spent on administrative duties**

Certification Statement: "I certify that the information provided above is true and correct.

Employee Signature

Supervisor Signature

This form must be completed and approved by the supervisor a monthly basis and is due on a date identified by each institution for the previous month's activity for employees paid from this grant. This report must be maintained by the supervisor or program manager for the duration of the grant period and be available for inspection by SUN PATH Project Director or Department of Labor representatives at any time.



### Sample Time and Effort Report

This form must be approved by the supervisor and submitted to the Contracts and Grants Office on a monthly basis by the 10<sup>th</sup> of the month for the previous month's activity for salaried employees paid from restricted grants.

Employee Name:	Ann Black	A00XXXXX
Position Title:	Project Manager	
Institution:	Santa Fe Community College - STATEWIDE	
Grant Title & Number:	Department of Labor / Employment and Training Administration (DOL/ETA), Trade Adjustment Assistance Community College and Career Training (TAACCCT), TC-26486-14-60-A-35 Project Name: New Mexico Skill Up Network: Pathway Acceleration in Technology & Healthcare (NM SUN PATH)	
Fund Number:	411231-3501- 61301 -102 (20%)	
Duration of Grant:	October 1, 2014 – 30 September 2015	
Reporting Period	Beginning Date: 1 February 2015	Ending Date: 28 February 2015

Briefly describe the activities performed for the grant during the stated dates. Expand table or attach additional sheets as necessary.

Activities:	Program	Admin	% of Time
Attend SUN PATH staff and consortium meetings (12 hours)	X		7.5 %
Work on equipment requests (4 hours)		X	2.5 %
HIT Taskforce work	X		5 %
Work on budget and other admin tasks (8 hours)		X	5 %
<b>TOTAL</b>			<b>20%</b>

I certify that the information listed above is correct:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature





## Federal Programs Time and Effort Reporting

<p><b>What Type of Supporting Documentation Is Needed?</b></p> <ul style="list-style-type: none"> <li>• Examples include, but are not limited to:                             <ul style="list-style-type: none"> <li>○ Class schedules</li> <li>○ Number of students</li> <li>○ Number of minutes</li> </ul> </li> </ul>	
<p><b>When Is A "Reconciliation" Required?</b></p> <ul style="list-style-type: none"> <li>• IF Payroll is processed based on budgeted or estimated time and activities, <b>THEN:</b> Payroll records must be compared to time and effort reports at least quarterly.</li> </ul>	
<p><b>When Is An Accounting Adjustment required?</b></p> <p><i>If the difference is 10% or more:</i> Payroll charges must be adjusted at the time of the comparison. <b>AND</b> the following quarter's estimates must be adjusted to more closely reflect actual activity.</p> <p><i>If the difference is less than 10%:</i> No action is required until the end of the year. <b>BUT</b> at year-end the 10% threshold does not apply—in the final quarter, payroll charges for the year must be adjusted to reflect actual time spent, as supported by time and effort reports.</p>	
<p><b>Who Should Sign the Reports?</b></p> <ul style="list-style-type: none"> <li>• <b>Monthly reports</b> (PARs) must be signed by the employee and supervisor having first-hand knowledge of work performed.</li> <li>• <b>Semi annual certifications</b> must be signed by employee and supervisor having first-hand knowledge of work performed.</li> </ul>	
<p><b>Schoolwide Programs</b></p> <ul style="list-style-type: none"> <li>• A schoolwide plan <b>must</b> specify programs to be included</li> <li>• A schoolwide program is a single cost objective                             <ul style="list-style-type: none"> <li>○ If employee works 100% on programs combined → Group or Individual <i>Semi annual certification</i></li> <li>○ If employee works partially on program combined and partly on those not combined → <i>Monthly time report (PAR)</i></li> </ul> </li> </ul>	
<p><b>Supplemental Contracts, Stipends, Extra Hours</b></p> <ul style="list-style-type: none"> <li>• Primary contract and additional contracts may be considered separately</li> <li>• Time and effort may be required for primary contract but not supplemental (or vice versa)</li> </ul>	
<p><b>Other Requirements for Charging Compensation to Federal Programs</b></p> <ul style="list-style-type: none"> <li>• Reasonable and necessary</li> <li>• Compensation consistent with nonfederal activities of the district</li> <li>• Leave buy-out at termination is an indirect charge</li> <li>• Supplement, not supplant, applies to many programs</li> </ul>	
<p><b>TIPS . . . Train and Re-Train</b></p> <ul style="list-style-type: none"> <li>• Annual training in LEA</li> <li>• Explain the "why"</li> </ul> <p><b>Assign Central Responsibility</b></p> <ul style="list-style-type: none"> <li>• Ensure all reports are completed</li> </ul>	<p><b>Communicate</b></p> <ul style="list-style-type: none"> <li>• Who needs to communicate <b>what</b> changes</li> <li>• Ask For Help If Needed</li> </ul>
<p style="text-align: center;"><a href="http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html#8">http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html#8</a> – OMB A-87</p> <p style="text-align: center;"><a href="http://www.whitehouse.gov/omb/rewrite/circulars/a122/a122_2004.html#b8">http://www.whitehouse.gov/omb/rewrite/circulars/a122/a122_2004.html#b8</a> – OMB A-122</p>	
<p> </p>	
<p> </p>	



## APPENDIX I

### SUNPATH DWS Registration Form

SUNPATH students must be dually enrolled in 1) the DWS workforce system and 2) the college that is providing the training. For new students who have never attended college before, SUN PATH coordinators may need to provide assistance with completing the college application process and enrolling in the appropriate courses. For students who are already enrolled in college and are choosing to also enroll in a SUN PATH program, students must complete a DWS Online Connections Participant Enrollment form. Have students complete and submit SUN PATH DWS Participant Enrollment Form (Appendix I) to the onsite JDCC or SUN PATH coordinator.



**Registration Form**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ School ID#: \_\_\_\_\_  
 Where were you born? \_\_\_\_\_  
 Are you authorized to work in the United States? Yes  No   
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Primary Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Text Message Cell Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 School Email Address: \_\_\_\_\_  
 Personal Email Address: \_\_\_\_\_  
 Birth Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Example (MM-DD-YYYY) Gender:  Male  Female  
 Have you registered with the Selective Service? Yes No N/A  
All males born after 12/31/1959 are required to have registered with Selective Service.  
 Are you a U.S. Citizen?  Yes  No  
 If No: Alien Registration No: \_\_\_\_\_ Expiration (MM/DD/YEAR): \_\_\_\_\_  
 Do you have a disability?  Yes  No  Do not wish to answer  
 Have you been convicted of a criminal offense?  Yes  No    
 Your highest education level achieved  
 \_\_\_ Grade completed did not receive diploma  General equivalency degree (GED)  
 High school diploma  \_\_\_ Years of college/technical/vocational school  
 Vocational school certificate  Associates degree  
 Bachelor's degree  Master's degree  
 Doctorate degree  Specialized degree (e.g. MD, DDS)  
 Are you attending school?  
 No, not attending any school  
 Yes, Attending high school, junior high, middle school or elementary school  
 Yes, attending an alternative high school  
 Yes, attending college or a technical or vocational school  
 School Name \_\_\_\_\_  
 Program enrolled in \_\_\_\_\_  
 Program Graduation Date (Month/Year) \_\_\_\_\_  
 Current Employment Status  
 Working full time  Working part time  Not working  Never worked  Other  
 Type of business worked in:  
 Private Business  Local government  Federal government  
 Nonprofit  Higher education  State government  
 Education (K-12)  Have never worked  Other  
 Are you receiving Unemployment Insurance?  
 No, Neither claimant nor exhaustee  Yes, Claimant, referred by WPRS  
 Yes, Claimant, not referred by WPRS  Yes, Exhaustee  
 Are you currently looking for work?  Yes  No  
 Within the last 12 months, have you received a notice of termination of layoff from your job or received documentation that you are separating from military service?  Yes  No  
 Current Job Title \_\_\_\_\_  
 Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Wage/Hr \_\_\_\_\_

\* SUN PATH is funded through a grant from the U.S. Department of Labor, TAACCCT-4 Grant #TC 26486-14-60-A-35



**Demographics**

Are you of Hispanic or Latino heritage?  Yes  No  I do not wish to answer

Race – please check all that apply:

- African American/Black  American Indian/Alaskan Native  
 Asian  Hawaiian/Other Pacific Islander  
 White  I do not wish to answer

Are you in the military, a veteran, or the spouse of a veteran? Yes  No

**Military Veterans ONLY**

Are you within 24 months of retirement or 12 months of discharge from the military (Transitioning Servicemember)?  Yes  No

If you answered yes, please indicate your transitioning type:

- N/A  Within 24 months of retirement  Within 12 months of discharge

Have you served in active duty in the armed forces and were discharged or released from such service under conditions other than dishonorable?  Yes  No

Are you the spouse of a veteran who has a total service connected disability, is Missing in Action, captured in the line of duty by a hostile force, is a Prisoner Of War or who died from a service-connected disability?

- Yes  No

Military service entry date: \_\_\_\_-\_\_\_\_-\_\_\_\_ Example (MM-DD-YYYY)

Military service discharge date: \_\_\_\_-\_\_\_\_-\_\_\_\_ Example (MM-DD-YYYY)

Received or eligible for a military campaign badge:

- Yes, I have received or I am eligible for a military campaign badge.  
 No, I have not received nor am I eligible for a military campaign badge.

Branch of Service:  N/A  Army  Navy  Air Force  Marines  Coast Guard

Army or Air National Guard

Active in the military reserves:  Yes  No  Not specified

Character of service:  Honorable  Under Honorable Conditions (General)  Uncharacterized

Dishonorable  Bad Conduct  Under other than Honorable Conditions

Other Character of Service

Disabled veteran:  No  Yes, disabled  Yes, special disabled (greater than 30%)

Disability Percentage \_\_\_\_\_

Homeless veteran:  Yes, I am a homeless veteran  No, I am not a homeless veteran

Referred by Veteran's Voc Rehab:  Yes  No

**Privacy Agreement**

I authorize the exchange of information relating to prior assessment(s) for training and employment including work history, quarterly wage data, and Unemployment Compensation benefits with HireNet System Partners.

This Release of Information does not authorize the disclosure of any medical information or any other restricted third party information.

I understand that this information will be used to determine eligibility for employment and training services, will assist in the development of my individual training plan for education and/or employment, and will be used for statistical purposes.

I allow the HireNet System Partners identified to release to each other the requested information when I am referred to partner services. I understand the information will be used only on an as needed basis and will remain confidential, to the extent required and/or permitted by law. This information cannot be shared with any other entity without my written permission.

A copy of this Release of Information is as valid as the original. This Release is valid for both program and follow-up services.

I Agree  I Disagree



## APPENDIX J

### SUN PATH Policies and Procedures Approval

SUN PATH Consortium Partners will agree abide by the established policies and procedures to carry out the goals and objectives of the DOL ETA TAACCCT New Mexico Skill UP Network: Pathway Acceleration in Technology and Healthcare (NM SUN PATH) Grant (Appendix J).

Department of Labor Trade Assistance Adjustment Community College and Career Training (DOL TAACCCT) New Mexico Skill Up Network: Pathway Acceleration in Technology and Healthcare (NM SUN PATH) Grant, TC-26486-14-60-A-35

The undersigned consortium partners have read and agreed to abide by the policies and procedures outlined herein while fulfilling the goals and objectives of the DOL TAACCCT SUN PATH grant. This agreement will remain in force for the duration of the grant period, 1 October 2014 through 30 September 2018.

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Randy Grissom, President  
Santa Fe Community College

---

Dr. Katherine Winograd, President  
Central New Mexico Community College

---

Dr. Toni Pendergrass, President  
San Juan College

---

Dr. Thomas Newsom  
Mesalands Community College

---

Dr. John Madden, President  
Eastern New Mexico University, Roswell

---

Dr. Clayton Alred, President  
Eastern New Mexico University, Ruidoso

---

Robert G. Frank, President  
For the Regents of University of New Mexico

---

Ken Van Winkle  
New Mexico State University,  
Alamogordo

---

Dr. Christopher Dyer, Executive Director  
University of New Mexico, Gallup

---

Dr. Kate O'Neill, Executive Director  
University of New Mexico, Taos

---

Cynthia Rooney, Interim Executive  
Director  
University of New Mexico, Los Alamos

---

Dr. Alice Letteney, Executive Director  
University of New Mexico, Valencia