

**Please bring the following documentation to your INTAKE appointment:**

- High School Diploma or GED Certificate
- Non-Official College Transcripts (Most Recent)\*
- Letter of Acceptance into Career Field\*
- Social Security Card (for each family member in the household)
- Driver's License
- DD Form 214, Veteran's Separation Form\*
- Court Records (Misdemeanors/Felonies)\*
- Disability Records\*
- Marriage License/ Divorce Decree\*
- Death Certificate (if widowed)\*
- (\* When applicable)

**Proof of Address:  
(any one of the following)**

- Driver's License
- Voter's Registration Card
- TDHS Records
- Utility Bill
- Rent Receipt
- Credit Card Bill

**Proof of Family Household  
(Any one document PER family Member):**

- Social Security Card and
- Birth Certificate
  - Naturalization Certificate
  - Alien Registration Card
  - US Passport

**Proof of Income  
(For the last six months, if applicable to your family):**

- Income Tax with Name(s)
- Pay stubs (for each working family member)
- Child Support
- Food Stamp and/or TANF Printout Letter
- Workman's Compensation
- Social Security Benefits Letter
- Financial Aid, Educational Loans, etc.
- Retirement Pay/Military Reserve Pay

**Proof of Expenses  
(bring the Most Recent receipt/bill, if applicable to your family):**

- Rent or Mortgage Payment
- Childcare Invoices
- Vehicle payment(s) and proof of auto insurance (payments)
- Utilities: Electric, Gas, Telephone and Water/Sewer
- Medical (Other than doctor visits)
- Tuition, Books, Lab Fees, etc.
- Cable or Satellite TV / Internet Service Provider
- Beeper and/or Cell Phone
- Loans and/or credit card payments

**Make sure to fill out the Application before you leave today's orientation. If you every have any questions, please feel free to contact our main office at 915.843.4055 or email us at [info@projectarriba.org](mailto:info@projectarriba.org).**

**About Project ARRIBA**

Project ARRIBA is an El Paso-based economic and workforce development initiative, incorporated on December 16, 1998, as a public, not-for-profit 501(c)(3) corporation.

The mission of Project ARRIBA is to provide long-term high skilled training and case management services to eligible El Paso County residents who require the occupational skills necessary to access jobs in hard to fill demand occupations that pay a living wage of at least \$11.50 per hour, with benefits and a career path.

It is built on the premise that a true employment and training initiative must provide a comprehensive, integrated program of occupational, motivational and workplace skills training.

Our organization aims at improving the **TalentForce** within the unemployed and underemployed community of El Paso. We sponsor individuals into demand occupations like:

- nursing,
- healthcare,
- education (teachers) and
- information technology

We then place participants into great careers here in El Paso benefiting all. We believe that a good education will lead to great employment which will increase the economic development of our great region.

**Our History**

Incorporated in December 1998, Project ARRIBA is a workforce development program designed to respond to the employment needs of El Paso. It is a reality today because of substantial commitments from private, county, city and state agencies and foundations/organizations.

In 1997, the El Paso Interreligious Sponsoring Organization (EPISO) provided the impetus for this program. Their hard work and convincing justification of community need, gained support from the Texas Workforce Commission and key El Paso education and business executives & stakeholders.

**Our Educational Partners**

We work closely with our Educational Partners to ensure our graduates have the best education. Depending on the career, all participants will attend The University of Texas at El Paso (UTEP) and/or The El Paso Community College (EPCC).

**Where we work**

Project ARRIBA serves the entire County of El Paso.



# Orientation

**1155 Westmoreland, Suite 235  
El Paso, Texas 79925**

**915.843.4055, office  
866-425-9971, toll free  
915.843.4078, fax**

**[info@projectarriba.org](mailto:info@projectarriba.org)**

## El Paso @ a Glance / PA's Economic Impact

El Paso, Texas is the largest metropolitan area along the US-Mexico border. With a population of over 750,000 El Paso County is one of the poorest in the nation; ranked the fourth poorest metro region in the nation as of the 2000 Census. El Paso's per capita income is only 63 percent of the national level. One-third of the area's population is below the poverty line. Historically, the County ranks low with respect to educational attainment; 31 percent of individuals over 25 do not have a high school diploma and only 16 percent have obtained a college bachelor's degree. The region has a civilian labor force of 301 thousand and has averaged 7 percent in unemployment (20,000+ individuals) over the past several years. The unemployment rate is roughly 1.5 points above those for Texas and the US.

El Paso's unemployed, along with those who have left the labor force, face a significant gap that exists between the skills demanded by the region's labor market relative to those possessed by these individuals. Language limitations, lack of or obsolescence of skills, and lack of job awareness are but some of the obstacles facing this portion of the labor pool. These factors severely hinder the achievement of stable employment paying a living wage. It is estimated that the number facing such barriers ranges from 30,000 to 50,000.

Project ARRIBA is an El Paso-based economic and workforce development program. As of the end of 2006, Project ARRIBA has assisted over 1000 individuals in building their stock of human capital with the intent of increasing their work-life earning capacity. The purpose of this report is to identify the extent to which this has occurred and to assess the economic impact of the Project's activities and the program graduates on the regional economic system.

- As an economic and workforce development program, Project ARRIBA has assisted over 1,000 individuals in building their stock of human capital with the intent of increasing their work-life earning capacity.
- There are 427 Project ARRIBA graduates over mid-1999 through 2006.
- Pre-Project ARRIBA participants average age 30 and earn \$7,100 per year.
- Project ARRIBA program graduates average age 34 and earn \$33,100 per year.
- Project ARRIBA graduates (427) have added \$185.30 million in income to El Paso's economy on a present value basis (end of 2006).
- In 2006 Project ARRIBA's Implied Benefit/Cost ratio is 28.46, which means that for every \$1.00 invested \$28.46 is returned to the community.
- Each 2006 Project ARRIBA graduate increases their value of future income by \$444 thousand. An improved employer-provided benefit package adds another \$192 thousand.
- Project ARRIBA graduates (427) will pay an additional \$87.30 million in taxes over the remainder of their work years. This amounts to \$6,500 per graduate for each year of remaining work-life. 73 is the percent paid to the federal government, with the remainder split evenly between state and local government units.

\*Schauer, Ph.D., David A. "The Economic Impact of Project ARRIBA on El Paso, Texas." IPED Technical Report #2207-02 (2007): 1-2.

## Sponsored Careers

### Medical Careers

- Registered Nurse
- Licensed Vocational Nurse
- Physical Therapy Assistant
- Radiology Technician
- Respiratory Care Technician
- Donor Care Specialist
- Dental Hygiene
- Health Information Technology
- Health Information Coding
- Medical Transcription
- Diagnostic Medical Sonography



### Education

- 4 - 12 Mathematics & Sciences
- 4 - 12 English & Reading
- 8 - 12 Biology
- 4 - 8 Generalist
- 4 - 12 Special Education



### Information Technology

- Computer Information Systems
- Computer Programming
- Telecommunications & Networking
- Office Systems Technologist
- Computer Support Technician A+
- Microsoft Certified Systems Engineer
- UNIX Systems Administration
- Cisco Networking Training



### Basic Eligibility

All Participants must meet certain requirements in order to enroll with Project ARRIBA. You must be:

- US Citizen or Legal Resident and live in the County of El Paso
- Below 200% of the Health & Human Services (HHS) Poverty Guidelines (see below)
- Be 18 years of age or older (unless you are a Magnet Student then the age can be 16)
- Eligible to work in the United States

Household	Monthly Salary	Annual Salary
1	1,805	21,660
2	2,428	29,140
3	3,051	36,620
4	3,675	44,100
5	4,298	51,580
6	4,921	59,060
7	5,545	66,540

## The Application Process

Below is an overview of the application process. Your individual experience may differ slightly depending on your situation; the outline below is intended to give you a rough idea of what to expect. On average, it takes six weeks from the time you attend an Orientation until you are accepted into Project ARRIBA, however, you will not begin classes until the following semester.

1. **Orientation (today, 1 hour).** Our organization has orientations at our main office as well as throughout the county of El Paso. You can call our main offices for the next orientation session or visit <http://projectarriba.org/outreach.php>. It is important that you fill out the pre-application at this stage.
2. **Test for Adult Basic Education (TABE, 3-4 hours) & System Assessment for Group Evaluation (SAGE, 2-3 hours).** Our Testing and Assessment tools used at Project ARRIBA are fundamental to the enrollment process. Currently we make use of two nationally known instruments that assess an assortment of academic, dexterity, temperament, and job interest data. These tools empower the Case Manager to accurately determine and recommend appropriate long-term job training. Applicants taking the Test of Adult Basic Education (TABE) are given a battery of academic tests to measure their level of Reading, Writing, English, and Math Skills. If an applicant scores below between a 9th to 11th grade level they are eligible for the Workforce Development Academy (WDA). Applicants taking the System Assessment for Group Evaluation (SAGE) test are given an assortment of assessments to evaluate an individuals temperament, job interests and manual dexterity. The SAGE also evaluates a persons academic level in Reading, English and Math.
3. **Intake (1 hour).** At Intake, personal information about an applicant is documented to include Texas Assistance for Needy Families (TANF) information, food stamp and other assistance case numbers, monthly income, number of dependants, and other demographical information to meet minimum entry requirements.
4. **Individual Service Strategy (1—2 hours).** During the Individual Service Strategy (ISS) a Case Manager is assigned to each applicant to gather vital information about the applicant's family, life barriers, academic and professional goals, supportive system, educational transcripts (if any), other vocational training and past employment. This information is used to minimize the risk associated with long-term training and measure the positive outcomes for investing in this person. Motivation, Employability, Ability to Learn, Need and Staying Power are evaluated
5. **Program Decision on Sponsorship.** All applicants are brought to the final stage of the enrollment process called the Participant Evaluation Team (PET) Meeting. An interviewing committee represented by the Directors of Project ARRIBA, talk to the applicant similar to a job interview. Questions are asked to the applicant concerning each individual's life barriers, and answers are listened to carefully. The interviewing committee is responsible for making a clear and compassionate recommendation for or against sponsorship with a final decision from the Chief Executive or Operations Officer.
6. **Monthly VIP's and Classroom Enrollment.** Since 1999, we have found that students (participants) learn best from one another via our weekly in-house VIP meetings. This is an opportunity for the participants to develop themselves for the workplace by the use of specialized workshops aimed at the particular demand career fields we sponsor. This is also a prime opportunity for the participant to interact with other students and the community at large via public speaking, community projects, and business skills workshops.