

Application Criteria for *FY10 Colorado First Training Funds*

I am in receipt of the Colorado First criteria and procedures. I have read this information on behalf of _____ [company], and understand the company's responsibilities, including the following policies and procedures:

- Companies must be relocating to or expanding in Colorado. Only net new hires – i.e. employees working in newly created positions in Colorado – are eligible for Colorado First training. For grants submitted between July and December, new hires include positions created since January 1 of the current calendar year; for grants submitted after January 1, new hires include positions created since the corresponding month of the previous calendar year. For both scenarios, eligible new positions may be created through the end of the fiscal year in which the grant is awarded.
- Grant awards are based on an average maximum allowance of \$800 per eligible trainee. The total grant award includes an 8% (minimum \$1,000) administration fee that is retained by the administering institution.
- Trainees must sign an affidavit to certify their participation in grant-funded training; **affidavits require original signatures and a signature by an authorized company official acknowledging review of appropriate identification documents that qualify trainees to receive Colorado state benefits per House Bill 06S-1023.** Only employees who are (or are expected to be hired as) permanent, full-time employees eligible to work in the U.S and working in new private sector, non-seasonal, non-retail positions in Colorado are eligible for grant-funded training. Employers bear the responsibility in verifying employee eligibility to work in the United States.
- Companies must pay an average wage greater than \$10.46/hour in urban areas; in rural Colorado, a company's average wages must be at least \$8.21/hour.
- All grant-funded training must be customized for the company's specific needs.
- Companies must contribute a minimum of 40% to the total costs of grant-funded training. For grants greater than \$30,000, 10% of the company's contribution must be cash funds.
- Federal or State mandated training or training required for certification is not eligible for grant funding.
- An on-site company visit by OED and CCCS representatives is required.
- A company financial review is required of all grant applicants. For start-up companies, we may consider waiving the requirement that the company pass the state's financial review.
- Grant funded training may not begin until the training proposal has been approved by the state administrators. Training must be completed by May 31st and all close-out paperwork must be received by June 30th. In rare circumstances, a grant extension may be approved for up to one month to complete training. However, if the required close-out paperwork is not received by July 31, the company may be ineligible for the grant funds.
- Changes to the approved training plan must be authorized by the state administrators.
- Departures from the approved training plan may reduce the amount of a grant award. If fewer employees participate in training than were proposed, funds must be returned to the state on a pro-rated basis, calculated by the grant funds awarded per trainee.

Company representative signature

Date

Company representative name (print)

