CFEI

Colorado First and Existing Industry
Customized Training Grant Program

Colorado First Job Training Program

Application Criteria for FY17 Training Funds

I am in receipt of the Colorado First criteria and procedures. I have read this information on behalf of __[company name]__, 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 $1,200 per eligible trainee. The total grant award includes an 8% administration fee that is retained by the administering college. (Cluster Grants 10%) (Minimum $1,000 and Maximum $8,000).
- Trainees must sign an affidavit to certify their participation in grant-funded training: Affidavits require trainee 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. **To note: complete individual affidavits must be scanned and electronically delivered as part of the close-out paperwork.**
- Companies must pay an average hourly wage greater than $12.00/hour in urban areas; in rural Colorado, a company's average wages must be at least $9.00/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.
- Federal or State mandated training or training required for certification is not eligible for grant funding, e.g., OSHA, Commercial Driver's License (CDL).
- An on-site company visit by OED and CCCS representatives is required.
- Grant funded training may not begin until the training proposal has been approved by the state administrators. Training must be completed by **Nov. 30 for fall round** and **May 31 for spring round**. All close-out paperwork must be received by **Dec. 9 for fall round** and **June 15 for spring round**. In rare circumstances, a grant extension may be approved to complete training. However, if the required close-out paperwork is not received in a timely manner the company may be ineligible for the grant funds.
- Changes to the approved training plan must be submitted on a new Training Budget form and approved by the state program administrators prior to any changes in training.
- Departures from the approved training plan may reduce the amount of a grant award. If a smaller number of employees participate in the approved training than were originally approved, funds must be returned to the state calculated by the grant funds awarded per trainee.

_____

Company Representative Signature/Date

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Print Company Representative Name and Title