



## FY2018 Grant Policies and Procedures

### Colorado First Customized Job Training Program

- Eligible Colorado First applicant companies must be relocating to or expanding in Colorado.
- Colorado First trainees funded in round one may be trained in approved Existing Industry grants in round 2.
- Colorado First grants are intended for net new hires only. Net new hires are permanent, full-time (32 hrs./week) employees hired within the previous 12 months from date of the application. Note: Any net new hires trained during the previous fiscal year are not eligible for Colorado First training funds in subsequent years.
- Colorado First 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 (minimum \$1,000 and maximum \$8,000). Exception: Cluster grants allow a 10% administration fee.
- 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 (32 hours/week) 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 of verifying employee eligibility to work in the United States.
- Note: Complete individual affidavits must be scanned and electronically submitted as part of the grant close-out paperwork.
- Companies must pay an average hourly wage greater than \$13.00/hour in urban counties; in rural Colorado counties, a company's average wages must be at least \$10.00/hour.
- All grant-funded training must be customized for the company's specific needs.
- Companies must contribute a minimum of 40% cash or in-kind to the total costs of grant-funded training.
- Federal or state mandated training (e.g. Occupational Safety and Health Administration (OSHA) / Commercial Driver's License (CDL) is not eligible for grant funding.
- An on-site company visit by OEDIT 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 **December 15, 2017 for round 1** and **May 31, 2018 for round 2**. All close-out paperwork must be received by **January 12, 2018 for round 1** and **June 15, 2018 for round 2**. 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 to receive the grant funds.
- Original, approved training budgets may be revised a single time. Changes to the original, approved training budget must be submitted on a new training budget form and approved by the state program administrators prior to implementing any changes in training. Thorough planning up front is necessary to avoid training and budget revisions.
- Departures from the original, approved training plan may reduce the amount of a grant award. If a smaller number of employees participate in the training, or if the actual training cost is lower than the cost on the original, approved training budget, funds must be returned to the state via the final report.
- The Colorado First Customized Job Training Program and its grantees are subject to program compliance and auditing.