



FY2018 Grant Policies and Procedures

Existing Industry Customized Job Training Program

- Grant awards are based on an average maximum allowance of \$1,000 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.
- Existing Industry grant-funded trainees in round 1 may not be duplicated in any subsequent rounds.
- 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 delivered 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.
- Companies must offer a healthcare insurance option to permanent, full-time employees.
- 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 is not eligible for grant funding, e.g.,(OSHA), Commercial Driver's License (CDL).
- An on-site company visit by OEDIT and CCCS representatives is required.
- A company financial review is required of all Existing Industry grant applicants.
- Existing Industry grant applicants that received approval for one year (FY2017) must then wait 2 years off before applying again for training funds (FY2020).
- 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 Existing Industry Customized Job Training Program and its grantees are subject to program compliance and auditing.