



Colorado First Customized Job Training Grant Program FY2020 Grant Policies and Procedures

- Eligible Colorado First applicant companies must be relocating to or expanding in Colorado.
- Colorado First grant awards are based on an average maximum allowance of \$1,400 per eligible learner. The total grant award includes an 8% administration fee that is retained by the administering college (minimum \$1,000 and maximum \$12,000). Exception: Cluster grants allow a 10% (rather than 8%) administration fee.
- The Colorado First program provides training funds only for net new hires with full-time (32+ hours/week) permanent (regular) or for full-time temporary employees intended for permanent (regular) employment. "Net new hires" pertains to job growth, not replacements. Colorado First-funded employees may be counted in a grant if first hired within the previous 12 months from the date of the application through the initiation of training.
- All grant-funded training must be for non-seasonal, non-retail employees who have significant career opportunities, require substantive instruction, and are eligible to work in the U.S.
- Net new hires funded during the previous fiscal year are not eligible for Colorado First grant funds in subsequent years.
- Colorado First learners funded in one grant may be trained in a subsequent approved Existing Industry grant in the same fiscal year.
- Learners must sign an affidavit to certify their participation in grant-funded training. Affidavits require learner original signatures and a signature by an authorized company official acknowledging review of appropriate identification documents that qualify learners to receive Colorado state benefits per House Bill 06S-1023. Employers bear the responsibility of verifying employee eligibility to work in the United States.
- Complete individual affidavits must be scanned and electronically submitted as part of the grant closeout paperwork.
- Learner profiles must be completed and submitted for all participating Colorado First learners.
- Companies must pay an average hourly wage of at least \$13.00/hour in urban counties and at least minimum wage in rural counties.
- All grant-funded training must be customized for the company's specific needs.
- Companies must contribute a minimum of 40% cash or in-kind, related to company expenses, 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 the Office of Economic Development and International Trade (OEDIT) and the Colorado Community College System (CCCS) program administrators is required.
- Grant-funded activities, including curriculum development and training, may not begin until the training application has been approved by the state administrators.
- Training must be completed within the specified (published) grant period.
- In rare circumstances, a grant extension may be approved to complete training. In this case, if the required closeout 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. Revised budgets may not exceed the original, approved grant amount.
- 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.