



Colorado First Job Training Grant Program Existing Industry Job Training Grant Program FY2021 Grant Policies and Procedures

Colorado First and Existing Industry Program Policies and Procedures

1. The Colorado First (CF) customized training grant program focuses on businesses relocating to or expanding in Colorado and in need of training workers with the skills necessary to increase their productivity, to increase their wages, and to reduce their need for public support. The Existing Industry (EI) customized training program focuses on providing assistance to established Colorado businesses in order to remain competitive within their industry, adapt to new technology, and prevent layoffs. See program specific policies and procedures below.
2. The Skill Advance Colorado grant program considers CF and EI applications from Colorado key industries.
3. For-profit companies and non-government 501(c)(3) organizations are eligible for funding. State agencies and government employees are not eligible for funding.
4. Grant awards for CF and EI grants funded through the FY 2021 General Fund appropriation are contingent upon available funding. Applications are reviewed on a first come, first served basis.
5. Requested training funds are capped at \$150,000.00 per application; total training funds are capped at \$200,000.00 per business per year.
6. Businesses may apply for more than one grant and for both programs within the same fiscal year.
7. Learners may not be duplicated across grants within the same fiscal year. Exception 1: See Colorado First policy below. FY 2021 Exception 2: The non-duplication of employees policy will be waived in FY2021 COVID-19 relief-related grants per FY 2020 COVID-19 Relief Measures.
8. All grant-funded training must be short-term and customized to the business's specific needs.
9. Grantees/businesses must pay a wage of at least \$13.50/hour in urban counties and at least minimum wage in rural counties.
10. Grantees/businesses must contribute a minimum of 40% cash or in-kind, related to business expenditures, to the total costs of grant-funded training.
11. 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.
12. Training may be provided to grantees by the college (faculty, adjunct faculty, and staff); college contractors; qualified internal employees; and/or 3rd party training vendors.
13. Disallowed training includes company orientation personality assessments, strategic planning, project planning, and non-customized training available at local colleges, workforce centers, and public service providers. Consulting services and Federal and State mandated training are not eligible for grant funding, e.g., (OSHA), Commercial Driver's License (CDL).
14. CF- and EI-funded training implementation must be in compliance with current COVID-19 orders and guidelines issued by the Governor's Office, the Colorado Department of Public Health and Environment, and local city and county governments and health departments.
15. Training must be completed within the specified (published) grant period.
16. 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.
17. Complete individual affidavits must be scanned and electronically delivered as part of the grant close-out paperwork.
18. An on-site visit to the grantee may be conducted by the Office of Economic Development and International Trade (OEDIT) and the Colorado Community College System (CCCS) program administrators.
19. Grant-funded activities, including, curriculum development, training, purchasing materials, signing vendor agreements,

and/or paying invoices, may not begin until the training application has been approved by the State administrators.

20. In rare circumstances, a grant extension may be approved to complete training. In this case, if the required close-out paperwork is not received in a timely manner, the grantee may be ineligible to receive the grant funds for training cost reimbursement.
21. Original, approved training budgets may be revised a single time. Revision requests must include a new training budget and application narrative that reflect the proposed changes and must be 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.
22. Departures from the original, approved training plan may reduce the amount of a grant award. 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.
23. The Colorado First and Existing Industry Job Training Programs and their grantees are subject to program compliance and auditing. Grantees and training providers are required to provide college grant administrators expenditure backup documentation upon request.

Colorado First-Only Policies and Procedures

1. The Colorado First (CF) customized training grant program focuses on businesses relocating to or expanding in Colorado and in need of training workers with the skills necessary to increase their productivity, to increase their wages, and to reduce their need for public support.
2. The CF program provides funds for net new hire training.
3. CF grant awards are based on an average maximum allowance of \$1,400 per eligible learner across the training plan. 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.
4. The CF 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. CF-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.
5. Net new hires funded during the previous fiscal year are not eligible for CF grant funds in subsequent years. (Exception: Approved FY2020 EI COVID-19 affected grantees)
6. CF learners funded in one grant may be trained in a subsequent approved Existing Industry grant in the same fiscal year.

Existing Industry-Only Policies and Procedures

1. The Existing Industry (EI) grant program supports established Colorado businesses with adapting to new technology and preventing layoffs through grants for customized training for incumbent workers.
2. The EI program provides training funds only for current permanent (regular), full-time (32+ hours/week) employees.
3. EI grant awards are based on an average maximum allowance of \$1,200 per eligible learner across the training plan. 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.
4. 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.
5. EI grant-funded learners may not be duplicated in subsequent grants within the same fiscal year. (Exception: Approved FY 2020 EI COVID-19 affected grantees)