



Colorado First Job Training Grant Program Existing Industry Job Training Grant Program FY 2022 Grant Policies and Procedures

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 in the sections below.

Colorado First and Existing Industry Program Policies and Procedures (Apply to CF and EI grants)

1. The Skill Advance Colorado grant program considers CF and EI applications from Colorado key industries.
2. Only for-profit companies and non-governmental 501(c)(3) organizations are eligible for funding. State agencies and government employees are not eligible for funding.
3. Skill Advance Colorado funding supports only Colorado businesses and employees. Employees funded by the CF and EI programs must be residing and working in Colorado at the time of training. All training funded by Skill Advance Colorado must take place within Colorado. A Colorado-based employee of the business/grant applicant must be identified as the grant contact.
4. Awards for CF and EI grants funded through the FY 2022 General Fund appropriation are contingent upon available funding.
5. Applications are reviewed on a first come, first served basis.
6. Requested training funds are capped at \$150,000 per application; total training funds are capped at \$200,000 per business per year.
7. Businesses may apply for more than one grant and for both programs within the same fiscal year.
8. All grant-funded training must be short-term and customized (contextualized/tailored content) to specific business needs and related to substantive, resume-building, transferable skills.
9. Grantees/businesses must pay a wage of at least \$15.00/hour in urban counties and at least \$12.60/hour in rural counties.
10. Forty percent of training costs must be financed by the grantee in cash or in-kind contributions; contributions must be related to the grantee expenditures.
11. All grant-funded training must be for non-seasonal, non-retail employees who have significant career opportunities and require substantive instruction.
12. Training may be provided to grantees by the college (faculty, adjunct faculty, and staff); college contractors; qualified internal grantee employees; and/or 3rd party training vendors. (See Third Party Training Vendor Guidelines.)
13. Training must be completed per the published training completion date.
14. Businesses may apply for funding for both essential/non-technical and hard/technical skills. If funding becomes limited, priority will be given to training focused on hard/technical skills.
15. Skill Advance Colorado does not fund training related to grantee/business orientation, personality assessments strategic planning, project planning, foundational Microsoft Office Suite software, 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).
16. Training Funds Cap: Funding is capped at \$50,000 per training organization/vendor (includes community colleges) across all grants in FY 2022 for customer service, sales, and related training. Related training includes, but is not limited to, sales and customer service communication; business/client/customer engagement and/or development; customer outreach; marketing; and branding.
17. 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.
18. Training attendance forms and attestation of accuracy signed by the grantee must be submitted with final reporting documents.
19. Grant-funded learners must be eligible to work in the U.S. In the Final Report, an authorized grantee/business representative must attest that
 - the organization has examined the legal work status of all employees named on the training attendance forms; has retained file copies of all documents required by U.S. Code Title 8, Section 1324a ("Unlawful Employment of Aliens"); and that no employment identification documents have been altered or falsified; and
 - the grantee/business has not knowingly hired an unauthorized alien, and that the eligibility verification for all learners is in compliance with C.R.S. 24-76.5-101, et seq., if applicable, which prohibits certain public benefits for individuals who cannot provide

verification of lawful presence within the United States.

20. On-site visits by college representatives are required for new grant applicants; an on-site grantee visit may be conducted by Skill Advance Colorado program administrators.
21. Grant-funded activities, including customizing curriculum, training, purchasing materials, signing vendor agreements, and/or paying invoices, may not begin until the grant application has been approved by the State administrators.
22. In rare circumstances, a grant extension may be approved to complete training. In this case, if the required final reporting paperwork is not received in a timely manner, the grantee may become ineligible to receive the grant funds for training cost reimbursement.
23. Changes to training plans and related grant activities are not permitted without Skill Advance administration team approval. Approved grants may be revised a single time (post-original-approval). Revision request submissions must include a new training budget, a newly signed and dated application narrative/Attestation reflecting the proposed changes, and training cost quotes if changes to 3rd party vendor-provided training are included. Revised budgets may not exceed the originally approved grant amount. No grant activity related to the proposed changes may occur prior to revision approval. (Thorough, upfront planning may eliminate need for grant revisions.)
24. Grantees are responsible for submitting backup documentation to the college prior to receiving reimbursement for implemented grant activities. Backup documentation includes, but is not limited to, executed contracts, paid invoices, materials purchase receipts, travel documents/receipts, payroll information, certification/exam cost receipts, customized curriculum evidence, Colorado First Learner Information Forms, and Training Attendance Forms.
25. Final Reports are required to be submitted to the State within two weeks of training completion.
26. 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 originally approved training budget, funds must be returned to the State via the Final Report.
27. Grantees are subject to forfeiture and/or return of approved funding if 1) the job creation and/or training goals stated in the application are not met; 2) the program policies and procedures are not adhered to; and/or 3) the required complete final reporting paperwork and backup documentation are not received per the published calendar.
28. The Colorado First and Existing Industry Job Training Programs and their grantees are subject to program compliance and auditing. In the case of an audit, colleges, grantees, and training providers are required to provide expenditure backup documentation upon request by the Skill Advance Colorado administration team.

Colorado First-Only Policies and Procedures

1. 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 date of training initiation.
2. Business are eligible to apply for Colorado First grants every year.
3. CF grant awards are based on an average maximum allowance of \$1,400 per eligible learner across the training budget. The total grant award includes an 8% administration fee that is retained by the administering college. Exception: Cluster grants allow a 10% (rather than 8%) administration fee.
4. CF learners may not be duplicated across grants within the same fiscal year. Exception: CF learners funded in one grant may be trained in a subsequent approved Existing Industry grant in the same fiscal year.
5. Net new hires funded during the previous fiscal year are not eligible for CF grant funds in subsequent years.

Existing Industry-Only Policies and Procedures

1. The EI program provides training funds only for current permanent (regular), full-time (32+ hours/week) employees.
2. Businesses are eligible to apply for Existing Industry grants every other year. Examples:
 - If a business was awarded in FY 2021, it is not eligible to apply in FY 2022 but is eligible to apply in FY 2023.
 - If a business is awarded in FY 2022, it is not eligible to apply in FY 2023 but would be to apply FY 2024.
3. EI grant awards are based on an average maximum allowance of \$1,200 per eligible learner across the training budget. The total grant award includes an 8% administration fee that is retained by the administering college. Exception: Cluster grants allow a 10% (rather than 8%) administration fee.
4. EI grant-funded learners may not be duplicated in subsequent grants within the same fiscal year.
5. As part of the application process, EI grant applicants must submit financial information to the Office of Economic Development and International Trade (OEDIT) for approval. The FY 2022 EI Submission of Financial Information template is available on the Skill Advance Colorado website.