



## **FY2019 Grant Policies and Procedures Existing Industry Customized Job Training Program**

- Existing Industry grant awards are based on an average maximum allowance of \$1,200 per eligible Learner. 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 learners not be duplicated in subsequent grants of 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. Only employees who are (or are expected to be) hired as permanent, full-time (32 hours/week) employees by the end of the grant period; eligible to work in the U.S.; and working in 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.
- Complete individual affidavits must be scanned and electronically delivered as part of the grant close-out paperwork.
- Companies must pay an hourly wage of at least \$13.00/hour in urban counties and at least minimum wage in rural counties.
- 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 the Office of Economic Development and International Trade (OEDIT) and the Colorado Community College System (CCCS) program administrators is required.
- A company financial review is required of all Existing Industry grant applicants.
- Existing Industry applicants that received approval for one year (FY2019) must wait one year before applying again for training funds (FY2021).
- 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 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.