

# Colorado First and Existing Industry Job Training Programs

## FY 2024 Program Policies and Procedures

### 1. COLORADO FIRST REQUIREMENTS

- a. Colorado First (CF) Job Training Program funding is only for the customized training of net new hires employed by new or expanding businesses in Colorado. The net new hires must receive training that builds the skills necessary to increase employee productivity and wages and reduces the need for public support. "Net new hires" is defined as newly hired employees in newly created positions. Replacement new hires may not be funded.
- b. The CF Program provides training funds for either 1) full-time (32+ hours/week) permanent (regular) net new hires, or 2) full-time temporary net new hires if the employer's intent is to hire such employees for permanent (regular) employment upon training completion.
- c. Net new hires may be counted in a grant if hired within 12 months prior to the application submission date through the initiation date of training.
- d. Net new hires funded during the previous fiscal year are not eligible for CF grant funds in subsequent years.
- e. The CF per learner allowance may not exceed \$1,800 per learner (average across all trainings) per fiscal year.

### 2. EXISTING INDUSTRY REQUIREMENTS

For (4.3.1.1) Existing Industry (EI) Job Training Programs

### 3. CF AND EI GRANT ELIGIBILITY

- a. The Skill Advance Colorado grant program considers CF and EI applications from businesses in [Colorado key industries](#) as defined by OEDIT.
- b. 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.
- c. Grant applicants are required to pay employees an average wage based on business location. At the time of grant application submission, grant applicants in urban counties must pay at least \$2.00 per hour more than the Colorado State required minimum wage, and grant applicants in rural counties must pay an average wage of at least \$.50 per hour more than the Colorado State required minimum wage.
- d. Businesses are eligible to apply for CF grants every fiscal year and EI grants every other fiscal year.
- e. Businesses are eligible to apply for more than one grant and for both programs within the same fiscal year; however, learners (employees) may not be duplicated across grants within the same fiscal year. Exception: CF-funded learners (employees) may be trained in a subsequent EI grant within the same fiscal year.

### 4. CF AND EI GRANT PARAMETERS

- a. The CF and EI programs fund training only for employees who have significant career opportunities and who require substantive instruction.
- b. The CF and EI programs do not provide funding for seasonal employees or employees in retail occupations.
- c. Requested training funds are capped at \$150,000 per application; total training funds are capped at \$200,000 per business per fiscal year.
- d. Grant award totals include a 12% administration fee that is retained by the college, with a minimum of \$1,500 and a maximum of \$12,500.
- e. Skill Advance Colorado funding supports only Colorado businesses and employees; and employees funded by the CF and EI programs must be residing in Colorado and be employed by the business at the time of the grant application.

procedures for the grant applicant and the grantee; and  
duties with the grantee (including, but not limited to, policy and procedure interpretation; training execution  
payment and reimbursement documentation collection; accurate completion of reporting documents; final  
t compliance.)  
n until the grant application has been approved by the Skill Advance Colorado application review committee.  
re not limited to, developing/customizing curriculum, executing training, purchasing materials, signing  
l, and paying invoices.  
learners and by the grantee, and an attestation of attendance data accuracy signed by the grantee, are  
reporting documents.

Colorado First Learner Information Form

