Colorado First and Existing Industry Job Training Programs FY 2024 Third-Party Training Vendor Policies and Procedures

- 1. Skill Advance Colorado community college representatives are responsible for taking the lead role to:
 - a. advise on and facilitate the CF/EI training needs assessment, the grant application development, and the application submission processes with the grant applicant;
 - b. interpret program policies and procedures for the grant applicant and grantee; and
 - c. perform grant management duties with the grantee (including, but not limited to, policy and procedure interpretation; training implementation and attendance monitoring; payment and reimbursement documentation collection; accurate completion of reporting documents; final report development; and grant compliance.)

Third-party training vendors may not act as Skill Advance Colorado Program community college representatives, initiate training needs assessment, initiate or complete grant application documents or reporting documents, interpret program policies and procedures, or serve as program advisor or grant manager with grant applicants or grantees.

2. Third-party training vendors must provide quality, substantive, customized training content to Skill Advance Colorado grantees. To ensure compliance with the above, if requested for review by the Skill Advance Colorado administration team, third-



