

Application Criteria for FY08 Colorado First Training Funds

I am in receipt of the Colorado First criteria and procedures. I have read this information on behalf of _____ [company], and understand the company's responsibilities, including the following policies and procedures:

- Companies must be relocating to or expanding in Colorado. Only net new hires – i.e. employees working in newly created positions in Colorado – are eligible for Colorado First training. For grants submitted between July and December, new hires include positions created since January 1 of the current calendar year; for grants submitted after January 1, new hires include positions created since the corresponding month of the previous calendar year. For both scenarios, eligible new positions may be created through the end of the fiscal year in which the grant is awarded.
- Grant awards are based on an average maximum allowance of \$800 per eligible trainee. The total grant award includes an 8% (minimum \$1,000) administration fee that is retained by the administering institution.
- Trainees must sign an affidavit to certify their participation in grant-funded training; affidavits require original signatures and acceptable identification*. Only employees who are (or are expected to be hired as) permanent, full-time employees eligible to work in the U.S and working in new private sector, non-seasonal, non-retail positions in Colorado are eligible for grant-funded training. Employers bear the responsibility in verifying employee eligibility to work in the United States.
- Companies must pay an average wage greater than \$8.50/hour in urban areas; in rural Colorado, a company's average wages must be at least \$7.00/hour.
- All grant-funded training must be customized for the company's specific needs.
- Companies must contribute a minimum of 40% to the total costs of grant-funded training. For grants greater than \$30,000, 10% of the company's contribution must be cash funds.
- Federal or State mandated training or training required for certification is not eligible for grant funding.
- An on-site company visit by OED and CCCS representatives is required.
- A company financial review is required of all grant applicants. For start-up companies, we may consider waiving the requirement that the company pass the state's financial review.
- Grant funded training may not begin until the training proposal has been approved by the state administrators. Training must be completed by June 30 and all close-out paperwork must be received by July 31. In rare circumstances, a grant extension may be approved for up to one month to complete training. However, if the required close-out paperwork is not received by August 31, the company may be ineligible for the grant funds.
- Changes to the approved training plan must be authorized by the state administrators.
- Departures from the approved training plan may reduce the amount of a grant award. If fewer employees participate in training than were proposed, funds must be returned to the state on a pro-rated basis, calculated by the grant funds awarded per trainee.

Company representative signature

Date

Company representative name (print)

*Please refer to State-Approved Acceptable Forms of Identification Sheet.

Application Criteria for FY08 Existing Industry Training Funds

I am in receipt of the Existing Industry criteria and procedures. I have read this information on behalf of _____ [company], and understand and agree to the company's responsibilities, including the following policies and procedures:

- Grant awards are based on an average maximum allowance of \$800 per eligible trainee. The total grant award includes an 8% (minimum \$1,000) administration fee that is retained by the administering institution.
- Trainees must sign an affidavit to certify their participation in grant-funded training; affidavits require original signatures and acceptable identification. Only permanent, full-time employees eligible to work in the U.S. and working in private sector non-seasonal, non-retail jobs in Colorado are eligible for grant-funded training. Employers bear the responsibility in verifying employee eligibility to work in the United States.
- Companies must pay an average wage greater than \$8.50/hour in urban areas; in rural Colorado, a company's average wages must be at least \$7.00/hour.
- All grant-funded training must be customized to meet the company's specific needs.
- Companies must contribute a minimum of 40% to the total costs of grant-funded training. For grants greater than \$30,000, 10% of the company's contribution must be cash funds.
- Federal or State mandated training or training required for certification is not eligible for grant funding.
- An on-site company visit by OED and CCCS representatives is required.
- A company financial review is required of all grant applicants.
- I understand that if my company has received Existing Industry grant funds in the past three years, my application will be less competitive in the review process and/or my company may be ineligible for grant funding.
- Grant funded training may not begin until the training proposal has been approved by the state. Training must be completed by June 30 and all close-out paperwork must be received by July 31. If all required close-out paperwork and documentation has not been received by August 31, the company may be ineligible for the grant funds.
- Changes to the approved training plan must be authorized by the state program administrators.
- Departures from the approved training plan may reduce the amount of a grant award. If fewer employees participate in training than were proposed, funds must be returned to the state; in such circumstances, funds shall be returned on a pro-rated basis calculated by the grant funds awarded per trainee.

Company representative signature

Date

Company representative name (print)

Fiscal Year 2008 Grant Calendar

EXISTING INDUSTRY Grant Program

| | COMPANY FINANCIALS FY08 DEADLINES submit to: Office of Economic Development (OED) | GRANT PROPOSAL FY08 DEADLINES submit to: Colorado Community College System (CCCS) |
|---|---|---|
| Proposals are accepted at set grant periods | *The financial cover sheet must accompany all company financials sent to OED. | Submit 2 original proposals with signatures to OED |
| Grant Period 1 | August 10, 2007 | August 10, 2007 |
| Grant Period 2 | October 19, 2007 | October 19, 2007 |
| Grant Period 3 | January 25, 2008 | January 25, 2008 |
| Open Period | Follow procedures as shown for Colorado First Grants | None |

All training must be completed by June 30, 2008

Note: Please allow one month for notification of grant approval/denial from submission deadline

COLORADO FIRST Grant Program

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| Proposals are accepted on an 'OPEN' basis throughout the fiscal year | *The financial cover sheet must accompany all company financials sent to OED. | Submit 2 original proposals with signatures to OED |
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May 10, 2008 deadline for Colorado FIRST proposals

All training must be completed by June 30, 2008

All Close-Out paperwork must be received by CCCS by July 31, 2008