



Colorado First and Existing Industry
Customized Training Grant Program

Application Criteria for *FY12 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% (Cluster Grants 10%) (minimum \$1,000) administration fee that is retained by the administering college.
- Trainees must sign an affidavit to certify their participation in grant-funded training; **affidavits require original trainee signatures and a signature by an authorized company official acknowledging review of appropriate identification documents that qualify trainees to receive Colorado state benefits per House Bill 06S-1023.** 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 \$10.46/hour in urban areas; in rural Colorado, a company's average wages must be at least \$8.21/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.
- 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 May 31st and all close-out paperwork must be received by June 30th. If all required close-out paperwork and documentation has not been received by July 31st, the company may be ineligible for the grant funds.
- Changes to the approved training plan must be submitted on a new Training Budget form and approved by the state program administrators prior to any changes in training.
- 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 calculated by the grant funds awarded per trainee.

Company representative signature

Date

Company representative name (print)