

COLORADO FIRST & EXISTING INDUSTRY CUSTOMIZED TRAINING PROGRAMS

~ Procedures for Grant Preparation, Training, and Close-outs ~

INITIAL CONTACT:

Companies may receive initial information about the Colorado FIRST and Existing Industry programs through a community college or area vocational school representative, a local economic development organization, a representative of the Office of Economic Development (OED), or from word-of-mouth from another company or others.

- In most cases, the company will be referred to the appropriate community college or area technical college representative for consultation and assistance with the grant application.
- There may be cases where Colorado FIRST funds are awarded as an incentive grant, outside the competitive process, as part of a broader economic development package. In such instances, local economic development representatives will include community college leaders at the table as soon as is feasible in the process.

PREPARING A GRANT APPLICATION:

Representatives of the company and local educational institution meet to develop a grant application for training assistance.

Company Responsibility:

- Designate an appropriate contact person to work with the local education institution in preparing the training grant application.
- Provide all the necessary information and data for the local education institution to complete the grant application.
- Read and understand the grant procedures and sign company training agreement documents.
- Submit financial information to OED for review and approval.

Local Education Institution Responsibility:

- Work with the designated company contact to gather information necessary to prepare the grant application.
- Complete the grant application, paying careful attention to answer each question thoroughly and correctly.
- Submit one copy of the grant application and intent to apply to OED, and one copy to CCCS.

OED Responsibility:

- Verify financial stability of applicant companies.
- Participate in joint application review with CCCS.

CCCS Responsibility:

- Collect grant applications and input information into the customized training database.
- Participate in joint application review with OED

Company Visit

Company site visits are required. Ideally, visits should occur before the grant application is submitted. Site visits should be conducted at the company site where training will occur; in rural areas, visits may be coordinated via Pictel or conference call. It is the company's responsibility to conduct the site visit and tour; relevant company officials should be included in the site visit. Representatives from the local education institution, OED, and CCCS will attend the site visit when possible.

GRANT APPLICATION REVIEW:**Reviewer Responsibilities:**

- CCCS and OED representatives review grant applications; reviewers meet to discuss and negotiate funding.
- Review grant application regarding the quality of proposed training, curriculum, budget, expected outcomes, etc. Rate each grant application in terms of published criteria.
- Reviewers note questionable items and other concerns with the proposal. CCCS requests clarification regarding any issues that are unclear. All communication is through the local education institution submitting a grant,
- Negotiate funding levels for each grant that is approved.
- Colleges are emailed with their approved grants. This is the date that companies may begin training.
- CCCS prepares approval letters for each grant application:
 - If the grant is *approved*, program officials sign a letter and request transfer of funds to the institution. Forms including affidavits are emailed to the institution.
 - If the application is *rejected*, OED prepares an email to the local education institution explaining the reasons that the grant application was not approved.

Local Education Institution Responsibilities:

- Serve as the liaison between the CCCS/OED review team and the applicant company.
- Notify applicant companies of the status of their proposal.
- Distribute affidavits and any other relevant training material; re-iterate the company's responsibilities and required documentation to verify training.

Company Responsibilities:

- Clarify any items questioned on the grant application, as requested by the institution.

CUSTOMIZED TRAINING

Training is initiated

Local Education Institution Responsibilities:

The local educational institution may provide all, part, or none of the actual training. If the college offers the type of training needed, the college should provide the training. If there is a reason the college is unable to provide the training they offer, the reason should be documented in the grant application. If the company provides or contracts for its own training, it is defined as a pass-through project. Refer to the published "Fiscal Procedures and Guidelines" for the institution's and company's specific responsibilities for funding training under the various delivery methods.

No training may begin before the grant proposal has been officially approved by the state.

If the local education institution delivers the training:

- Negotiate a contract with the company regarding services that will be provided, as required by the education institution's internal policy.
- Administer the affidavits to trainees prior to the start of training.
- Hire and train instructors as necessary to address the company's training needs.
- Customize any training that is delivered to meet the company's specific, internal needs.
- Schedule and deliver training, as agreed in the training contract and/or grant application.
- Pay for all applicable direct costs of training for curriculum development, instruction, materials, and any travel or miscellaneous costs from the grant funds.
- Monitor all training to ensure that quality instruction is provided.

If the local educational institution is monitoring a pass-through project:

- Enter into a service agreement with the company regarding payment of grant funds for services that will be provided, as outlined in the approved training plan.
- If the institution completes any work for the company grantee in a pass-through grant, the college must have a signed contract or similar signed service agreement in place with the company and submit an invoice to the company for payment for any allowable services rendered.
- Monitor completion of trainee affidavits prior to the start of training.
- Monitor the training via one or more on-site visits during training.
- Maintain appropriate documentation and receipts of training costs.
- Provide technical assistance if training requires modification from the original approved grant application. Negotiate any changes to the training and obtain CCCS and OED approval.

Company Responsibilities:

- Sign a contract or service agreement with the institution regarding services that will be provided, per institutional policy.
- Deliver or schedule training, as outlined in the approved training plan.
- Administer trainee affidavits prior to the beginning of training. These affidavits must include original employee signatures and acceptable form of identification*. Refer to handout documenting acceptable forms of identification. In addition, the company is responsible for ensuring the trainees are U.S. citizens or eligible to work in the United States. Negotiate any necessary changes to the approved training plan with the local education institution for approval by CCCS/OED.

Training is completed

Local Education Institution Responsibilities:

- Meet with company to collect data to prepare the Final Report.
- Gather the signed trainee affidavits.
- Gather and complete the Trainee Profile Reports.
- Verify that all information on the Final Report is accurate. Obtain signatures from the company representative on the completed Final Report.
- Sign Final Report form and submit all required paperwork to CCCS, including Financial Data Form, Trainee affidavits, unduplicated trainee count spreadsheet, and Trainee Profile Report (for CF grants).
- Return any unexpended grant funds to CCCS.

Company Responsibilities:

- Provide necessary data/information to the institution in order for the project to be closed-out.
- Verify data/information on the Final Report and sign it.

PROJECT CLOSE-OUT

CCCS Responsibilities:

- Verify that all training documentation has been received. Request copies of any missing information or materials from the education institution.
- Review all project documentation to ensure that any disputed issues have been resolved in writing prior to approval of the Final Report.
- Compare figures on the Final Report with those on the approved training plan. If there are differences in the number of trainees completing training or grant funds expended:
 - Contact institution to clarify differences.
 - Document the reasons for any differences in the appropriate training file.
 - If there are differences in the actual numbers of trainees, CCCS will alert the parties to the reduced funding level, in accordance with the actual number trained.
- Sign documentation certifying a grant has been completely and successfully closed-out; send copies of approvals to the institution.

Local Education Institution Responsibilities:

- Submit all required final reporting documentation to CCCS by June 30th.
- Clarify any differences between the expected number of trainees and the actual number trained, as reported on the Final Report.
- If fewer individuals were trained, return the appropriate amount of funds to CCCS.
- Return any other unexpended grant funds to CCCS.
- Maintain, on file, close-out approval and all other documentation, for at least five years.

Company Responsibilities:

- Work with local education institution to prepare final report to be submitted to CCCS by June 30th.
- Clarify any differences between the approved training budget or expected numbers of trainees and the figures reported on the Final Report, as requested by the education institution.

MONITORING GRANTS

Monitoring is required of all grant training – monitoring is conducted both during training and after training has been completed. All parties involved must keep records on each training grant for **five** years.

CCCS Responsibilities:

- Regular review of all project files opened during the fiscal year to ensure compliance of all procedures.
- Verify that Final Reports are received on time; issue reminders to education institutions as needed.
- Conduct a minimum of one on-site visit for each project for which the institution is providing training.

OED Responsibilities:

- Conduct a minimum of one on-site visit for each project for which the institution is providing training.

Local Education Institution Responsibilities:

- Maintain all training project records, including expenditures relative to each project and records of reimbursements and contracts for all grant-funded training.
- If the institution is delivering the training, monitor training to ensure that quality instruction is provided.
- If the institution is monitoring a pass-through project, monitor the training with one or more on-site visits to each training site during training.
- Conduct a close-out meeting with the company upon completion of training to prepare the final report and to verify the data and appropriate records at the company.

Company Responsibilities:

- Maintain all training records, including direct training costs paid for by company cash and records of how grant funds were spent. Companies must share these records with the education institution in preparing the final report.
- Monitor completion of employee affidavits. Maintain copies on file and submit originals to the education institution, as required.
- Cooperate with the education institution and/or state Customized Training Program administrators during on-site training/monitoring visits.