

## Colorado FIRST / Existing Industry Customized Job Training

### Purpose

Colorado's job training programs invest in its labor force and incentivize business growth in Colorado by providing grants to companies that are locating or expanding in Colorado. By paying costs associated with job training, the programs increase transferable job skills that support both the company's competitiveness and enhance worker's resumes and long-term employment opportunities.

### Program Description

- The Customized Job Training program provides a maximum annual grant award of \$800 per employee.
- Funding for FY 2013 was \$2.7 million. Funding for FY 2014 is \$4.2 million.
- The **Colorado FIRST** training program focuses on companies relocating to or expanding in Colorado and provides funds only to net new hires.
- The **Existing Industry** training program focuses on providing assistance to established Colorado companies in order to remain competitive within their industry, adapt to new technology and prevent layoffs.
- The training programs are a partnership between the Colorado Office of Economic Development and International Trade (OEDIT) and the Colorado Community College System (CCCS), and are managed through the local community colleges.

### Requirements/Eligibility Rules

- Companies must contribute a minimum of 40% to the total costs of grant-funded training.
- All grant-funded training must be customized for the company's specific needs.
- An on-site company visit by OEDIT and CCCS representatives is required.
- Companies must pay an average hourly wage greater than \$11.96/hour in urban areas; in rural Colorado, a company's average wages must be at least \$9.79/hour.
- Federal or state mandated training (e.g. Occupational Safety and Health Administration – OSHA / Commercial Driver's License - CDL) is not eligible for grant funding.
- Grant funded training must be for permanent, full-time, non-seasonal, non-retail employees eligible to work in the US which have significant career opportunities and require substantive instruction.
- Applications are reviewed on a **competitive** basis. Factors considered are: Customized job enhancing skills / Number of trainees / Community College training participation / State geographic representation / Industry diversification / projected wage levels.
  - Competitive training skills include: Lean manufacturing / Information technology such as SQL, HTML, JQuery, etc. / Advanced financial analysis / Quality management / Welding / 6 Sigma / Bioscience.
  - Non-competitive trainings skills include: New employee orientation / MS Office / Basic customer service / Time management.

### Other Program Elements

- Trainees must sign an affidavit to certify their participation in grant funded training.
- Grant funded training may not begin until the training proposal has been approved by the state administrators.
- Training must be completed by May 31<sup>st</sup> and final reports must be received by June 30<sup>th</sup>.
- The program fiscal year is the same as the state's, which runs July 1<sup>st</sup> through June 30<sup>th</sup>.

### Application Process

- The **Colorado FIRST** deadline for annual applications is generally the first week in August.
- The **Existing Industry** deadline for annual applications is generally the third week in August.
- If program funds remain available, a second application round may occur.
- To apply for a job-training grant, please contact your local Community College Grant Representative. Visit: <http://www.cccs.edu/wp-content/uploads/2012/08/CFEI-representatives.pdf> to find the nearest one.
- If your company is planning to expand or relocate to Colorado, please contact OEDIT at **303-892-3840**.

Learn more at [www.advancecolorado.com/jobtraining](http://www.advancecolorado.com/jobtraining).