

Colorado First and Existing Industry Job Training Program FY 2022 Program Overview

Transforming Colorado's workforce through customized training, the Skill Advance program offers State funding through **Colorado First** and **Existing Industry** job training reimbursement grants to strengthen business competitiveness and improve employment opportunities. Colorado First and Existing Industry grants are jointly administered by the Colorado Office of Economic Development and International Trade (OEDIT) and the Colorado Community College System (CCCS) and are locally administered by participating community colleges.

The Colorado First (CF) Job Training Program provides funds for net new hire training and focuses on businesses relocating to or expanding within Colorado and who are in need of training workers with the skills necessary to increase productivity and wages and to reduce their need for public support.

The Existing Industry (EI) Job Training Program provides funding for incumbent worker training and supports established Colorado businesses with adapting to new technology and preventing layoffs.

Fiscal Year 2022 incentive levels per learner maximum funding (averaged across each training plan): CF - \$1,400, EI - \$1,200

Requirements/Eligibility

- Skill Advance Colorado funding supports only Colorado businesses and employees. Employees funded by the CF and EI programs must be residing and working in Colorado at the time of training.
- All grant-funded training must be for full-time (32 hours/week), non-seasonal, non-retail employees who have significant career opportunities, require substantive instruction. Grant-funded learners must be eligible to work in the U.S.
- All training must be short-term and customized (contextualized/tailored content) to specific business needs and related to substantive, resume-building, transferable skills.
- All training funded by Skill Advance Colorado must take place within Colorado or online.
- Grantees must pay an average wage of at least \$15.00/hour in urban counties and \$12.60/hour in rural.
- Training Attendance Forms and attestation of accuracy signed by the grantee must be submitted as documentation of training completion.
- Grantees must contribute a minimum of 40% (cash or in-kind) to the total costs of grant-funded training.
- Only for-profit business and non-governmental 501(c)(3) organizations are eligible to apply.
- Grant-funded activities may not begin until the grant application has been approved by State program administrators.
- On-site visits by college representatives are required for new grant applicants; an on-site company visit may be conducted by Skill Advance Colorado program administrators.
- Businesses are eligible to apply for Colorado First grants every year and Existing Industry grants every other year. Companies may apply for both grants during the same grant cycle.

Additional Information

- The Skill Advance Colorado program fiscal year is July 1 - June 30. (Same as State fiscal year)
- Funding is disbursed to community colleges for reimbursement to grantees. Grantees are reimbursed after training completion.
- Funding is limited for training related to customer service, sales, marketing, and branding.
- Disallowed training includes company orientation, personality assessments, strategic planning, and non-customized training available at local colleges, workforce centers, and public service providers. Consulting services and federally or state mandated training (e.g. Occupational Safety and Health Administration (OSHA) / Commercial Driver's License (CDL) are not eligible for grant funding.
- Training funds requests are capped at \$150,000 per application; total training funds are capped at \$200,000 per grantee per fiscal year. Grant awards are contingent upon available funding.

Grant Application, Training Completion, and Reporting Dates

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| State application submission period: | July 1, 2021 – March 31, 2022 |
| Training completion deadline: | May 20, 2022 |
| Final Reports due: | Within two weeks after training completion |

Sample Competitive Training Topics Provided by FRCC

(not all inclusive, please inquire about additional topics)

ESSENTIAL SKILLS AND LEADERSHIP

Manufacturing Supervisory Skill Training
Business Acumen
Building Positive Relationships in the Workplace
Building Trust
Strategic Thinking
Change Management
Agile Culture and Mindset
Coaching and Mentoring
Communicating with Different Styles/Diversity
Conflict Management and Resolution
Handling Difficult Conversations
Creative Problem Solving and Decision Making
Critical Conversations
Developing Leadership Presence
Emotional Intelligence
Empowerment and Delegation
Ethics
Group Facilitation
Interpersonal Skills and Communication
Leading Yourself, Others, and the Organization
Managing Teams
Managing Work Expectations
Performance Management
Setting Expectations, Goals, and Objectives
Strategic Leadership and Engagement
Supervisory and Management Skills
Team Building
Team Vision and Values
Time Management
Train the Trainer
Business Writing
Effective Presentation Skills

IT AND BUSINESS ESSENTIALS

Microsoft Office Suite
Excel, Word, Access, OneNote, PowerPoint, Outlook
Office 365
Agile Project Management
Scrum
Project Management
Data Analytics
Financial Analysis and Communication
Business Ethics
Workplace Spanish; English as Second Language
Customer Service Essentials
Standard Operating Procedures

TECHNICAL SKILLS

Advanced Manufacturing Technology
Geometric Dimensioning & Tolerancing (GD&T)
Applied Data Science for Manufacturing & Design
(ie Statistics, Reliability, Design of Experiments)
Good Manufacturing Practices/cGMP
Machining, Welding
Industrial Maintenance
Electrical, Fluid Power, Machine Maintenance Shop Math,
Reading Schematics Practical
Problem Solving Methods & Application

CONTINUOUS IMPROVEMENT AND QUALITY

ISO Overview & Implementation
ISO internal auditor
Continuous Improvement
Quality Management/ISO/Kaizen/KPI
Six Sigma (Yellow Belt, Green Belt, Black Belt)
Lean Manufacturing
Custom Lean Implementation
Process Optimization
Critical Thinking/Problem Solving
Failure Mode & Effects Analysis (FMEA)

For more information or application forms contact:

Cities: Boulder, Westminster, Commerce City
Counties: Adams, Broomfield, south Boulder
and north Jefferson

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