



Funded by THE COLORADO FIRST AND EXISTING INDUSTRY (CF and EI) JOB TRAINING PROGRAMS

## Third Party Training Vendor Guidelines

### Purpose

The following information comprises guidelines for third party training vendors who are engaged with businesses interested in pursuing Skill Advance Colorado grant funding.

### Third Party Training Vendor Involvement in CF and EI Grants

When a third party training vendor becomes aware that a business has interest in pursuing a CF or EI grant, a Skill Advance college representative must be contacted and involved early in the planning stages.

Grant applicants (businesses) collaborate with college representatives, who initiate, lead, and facilitate the training planning and grant application development process; however, third party training vendors may become involved in this process when appropriate. (Please contact applicant and college representative for details).

When third party training vendors contribute to a grant application, they must be aware of and adhere to the current *Grant Application, Training Completion, and Reporting Calendar*, and internal college grant management practices.

After a grant has been approved, the third party training vendor and the business (grantee) enter into a formal written agreement to, at minimum, ensure understanding of training deliverables and fiscal responsibilities.

Third party training vendor grant-funded activities, including curriculum development/customization, training, and purchases may not begin until the grant application is approved by the Skill Advance Colorado grant application review committee.

Third party training vendors must submit all required documentation directly to the business/grantee, for the grantee's records, immediately upon completion of training. This includes, but is not limited to, invoice (s), customized curriculum/outline, and materials receipts as evidence of record. Government funding requires proper documentation; therefore, program requirements are enforced for accountability purposes.

Third party training vendors have no authority to guarantee Skill Advance grant funding to any business. Grant funds may be approved only by the Skill Advance Colorado grant application review committee. The review committee and Skill Advance Colorado administration team operate under no obligation to honor grant award promises or policy and procedure misrepresentation by training vendors.

*Third party training vendors are not permitted act as a grant manager or advisor and may not participate in grant management duties on behalf of the grantee/business or college.*

### Skill Advance College Representative Lead Role in CF and EI Grants

Skill Advance community college representatives work with local businesses to conduct training needs assessments, develop grant applications, implement training, and manage grants.

College representatives initiate, lead, and facilitate grant application development and submit applications to the Skill Advance Colorado grant application review committee.

College representatives communicate practices pertaining to grant applications, awards, administration, training implementation and monitoring, and grant policies and procedures. College representatives and the State administration team may conduct visits to the business site. Visits may include observation of training delivered by third party training vendors.

College representatives may schedule a debriefing with the business, after submission of the final report, to discuss related processes and quality of services.

**Notes:** This information is not all-inclusive of program requirements or of the third party training vendor role in Skill Advance CF and EI grants. Grant management processes may differ for certain participating colleges. For additional information, please refer to the CF and EI policies and procedures posted on the Skill Advance Colorado website or contact a local Skill Advance Colorado college representative.

### ABOUT Skill Advance Colorado

Skill Advance Colorado supports new, expanding, and established Colorado businesses by offering reimbursement for training provided by community colleges, college contractors, employees internal to a business, and third party vendors.

### Funding Flow:

After grant approval, the State distributes funding to the participating college, which holds the funds for reimbursement to the business.

Upon training completion, the vendor invoices the business.

After remitting payment directly to the vendor, the business submits paid invoices to the college for reimbursement of direct training costs.

### Grant Cycle Calendar and Program Policies:

Overarching program policies can be accessed on the Skill Advance website.

Contact a Skill Advance college representative for additional policy details.

[www.cccs.edu/skilladvance](http://www.cccs.edu/skilladvance)

## MORE ABOUT VENDOR DOCUMENTATION

### GRANT APPLICATION

Current grant applications are obtained and submitted through a Skill Advance college representative.

Applications require submission of:

- CF or EI Grant Application Narrative
- Wage Info and Training Budget Workbook
- Vendor quotes (when applicable)

### The NARRATIVE

The narrative section of an application details specifics for each training. Third party vendors may be asked to provide required narrative information.

#### NOTES FOR NARRATIVE COMPLETION:

All training must be customized, aligned with specified organizational needs, and scheduled to complete within the grant timeline. All proposed trainings are reviewed on a case-by-case basis and approval is not guaranteed. See CF and EI Policies and Procedures for disallowed training.

Example of

### Training descriptions detailed within a GRANT APPLICATION NARRATIVE

Training Title	Training Within Industry (TWI)
<b>Brief Training Overview</b>	This TWI training will follow the Plan, Do, Check, Act methodology. TWI training will help identify problems that can be solved by applying the TWI tools to improve the overall performance of the organization – by creating and sustaining standard work and other improvements. The team will document the current practice and will retrain to learn to employ best practices to stabilize processes in a given pilot area.
<b>Training Competencies</b> Please itemize the competencies/skills covered in this training.	Employees will learn to... <ul style="list-style-type: none"><li>• Identify 5 necessary skills of good managers</li><li>• Apply a 4-step method for effective instruction (Preparation-Presentation-Application-Testing)</li><li>• Use job breakdowns and training timetables when training others</li><li>• Understand importance of immediate implementation and sustained use of job instruction</li></ul>
<b>Training Customization – Planning</b> What planning activities will the training provider engage in with the business to prepare for training customization? (e.g., conduct leadership survey, tour facilities, meet with production team, etc.)	Training provider will... meet with company representatives to determine company-specific training needs and desired learning outcomes.
<b>Training Customization – Methods</b> What methods will the training provider use to customize the curriculum? (e.g., use business's equipment, integrate business's case studies or documents, incorporate business's processes, etc.)	Training provider will... develop curriculum, using company-specific examples of applying TWI concepts. The training provider will incorporate use of company facility and existing processes for training activities.
<b>Training Assessment</b> What strategies will the training provider use to formally verify learners have achieved skill proficiency? (e.g., administer exam, observe learner demonstrations, evaluate learner presentations, etc.)	Training provider will... observe trainee demonstration of applied concepts during learner presentations, and will give an individual post-training exam.
<b>Training Provider</b> (Entity Name)	ABC Professional Trainers
If training is customized and/or provided by an employee internal to the business applicant, please provide a simple statement reflecting their position, role, and qualifications/experience.	N/A
<b>Expected Overall Outcomes</b>	Empowerment of company supervisors and managers to be strong, competent leaders and trainers; reduction of time spent identifying and correcting mistakes and/or reworking product; and creation of a culture of continuous evolution that embraces change, fosters employee growth, enhances leadership effectiveness, and promotes improvement.
<b>Training Timeline</b> (Month/s)	March - April

Example of

### Direct training costs detailed within a VENDOR QUOTE

### THIRD PARTY VENDOR QUOTES

Vendors provide training quotes for submission with a grant application.

It is recommended that quotes detail direct costs to align with the training budget line items.

- Curriculum Development/Customization
- Trainer Time
- Training Materials
- Trainer Travel Expenses

Quotes must be on business letterhead, include a current date, and not be expired. Contracts, agreements, and invoices are not accepted.

Training vendors should consult with a Skill Advance Colorado community college representative for detailed information.

ABC PROFESSIONAL TRAINERS										Quotation
12345 Make Believe Drive Broomfield, Colorado 80020 Phone: 303-555-5555										DATE: 10/31/2021 QUOTATION #: 20202021 CUSTOMER: My Good Neighbor
<b>Mr. Mc Feely</b> My Good Neighbor Company 12345 Imagination Blvd. Denver, Colorado 80202 Phone 720-555-5555										Quotation valid until: 04/30/2022 Prepared by: Mr. Rogers
Proposed Start Date: 11/2021 Anticipated End Date: All training completed before 04/30/2022 All classes will be provided face-to-face, on site in the classroom and in the company work areas.										
TRAINING TITLE	TRAINING FREQUENCIES	TOTAL LEARNERS	TRAINING HOURS PER LEARNER	NUMBER OF INSTRUCTORS	TOTAL INSTRUCTOR HOURS	CURRICULUM DEVELOPMENT / CUSTOMIZATION	TRAINER TIME	TRAINING MATERIALS	TRAINER TRAVEL	COST
Training Within Industry	1	6	24	1	24	\$300	\$4,800	\$0	\$1,500	\$6,600
Security Gap Training	1	18	24	2	48	\$250	\$5,600	\$0	\$1,600	\$7,450
SS Overview Training	4	40	12	1	48	\$150	\$2,400	\$360	\$0	\$2,910
Implementing SS Training	2	8	16	2	32	\$200	\$3,200	\$0	\$0	\$3,400
Payment terms are 30 days of receipt of invoice. Invoices will be issued at the end of each month. For questions concerning this quote, please contact Mr. Rogers at 303-555-5555.										<b>TOTAL</b> <b>\$20,360</b>