



Funded by THE COLORADO FIRST AND EXISTING INDUSTRY (CF and EI) JOB TRAINING GRANT 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 Vendor Involvement in CF and EI Grants

When a third party 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.

Third party vendors may be involved with training needs assessment and planning, as well as grant application development.

When third party vendors take an active role in contributing to a grant application, they must be aware of and adhere to the Grant Application and Reporting Calendar and internal college grant management practices.

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

Third party 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 State administration team.

Third party vendors must submit all required documentation 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 vendors have no authority to guarantee Skill Advance grant funding to any business. Grant funds may be approved only by the Skill Advance Colorado State administration team, which operates under no obligation to honor promises or misrepresentation by vendors.

Skill Advance College Representative Lead Role in CF and EI Grants

Businesses work with a designated Skill Advance community college representative in their area to apply for and manage a CF or EI grant.

College representatives facilitate grant application development and submit applications to the Skill Advance Colorado State administration team.

College representatives communicate practices pertaining to grant applications, awards, administration, training implementation, 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 vendors.

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

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

Notes:

Grant management processes may differ for certain participating colleges. Third party vendors should confer with their Skill Advance Colorado college representative with further inquiries.

This information is not all-inclusive of program requirements or of the training vendor role in Skill Advance CF and EI grants. 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 college representative.

GRANT APPLICATION

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

Skill Advance college representative.

Applications require submission of:

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

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.

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 have a current date. Training agreements are not accepted as quotes.

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

Example of Training descriptions detailed within a GRANT APPLICATION NARRATIVE

Training Title Brief Training Overview	Training Within Industry (TWI) follows the Plan, Do, Check, Act methodology. TWI helps 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 train to employ best practices to stabilize processes in a given pilot area. TWI practices decrease time spent training employees, increase production, decrease language barriers, reduce scrap/rework, and improve quality.
Training Competencies Please itemize the competencies/ skills covered in this training.	Employees will learn to... <ul style="list-style-type: none">• 5 necessary skills of good managers• 4-step method for effective instruction (Preparation-Presentation-Application-Testing)• Use of job breakdowns and training timetables in training others Importance of immediate implementation and sustained use of job instruction
Training Customization How will the training be customized to meet company needs? Please include planning activities and customization methods. (If applicable, include use of company equipment, case studies, company forms, etc.).	The trainer will meet with company representatives to determine company-specific training needs and desired learning outcomes. Curriculum will be developed utilizing company-specific examples for application of the TWI concepts. The training will make use of company facility and existing processes for practice exercises. Assessments will be customized to include company-specific examples.
Training Assessment How will the instructor(s) formally verify that learners have achieved proficiency in the skills covered in the training? (i.e., observation, demonstration, presentation review, etc.).	A pre-training quiz will be given. Instructor will observe trainee demonstration of applied concepts during practice exercises. Trainees will present on a group project prior to taking an individual post-training exam.
Training Provider (Entity Name) 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.	ABC Professional Trainers N/A
Expected Overall Outcomes	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.
Training Timeline (Month/s)	March - April

Example of Direct training costs detailed within a VENDOR QUOTE

ABC PROFESSIONAL TRAINERS										Quotation	
12345 Main Believe Drive Broomfield, Colorado 80020 Phone: 303-555-5555										DATE 10/31/2020 Quotation # Q20202021 Customer My Good Neighbor	
Quotation For: Various Training Classes										Quotation valid until: 02/01/2021	
Mr. McFeely My Good Neighbor Company 12345 Main Believe Drive Denver, Colorado 80020 Phone: 720-555-5555										Prepared by: Mr. Rogers	
Proposed Start Date: 01/02/21										End Date: All training completed before 5/1/2021	
All classes will be provided face to face on site in the classroom and in the company work areas. The payment terms are 30 days of receipt of invoice. Invoices will be submitted at the end of each month.											
Training Title	Number of Training Frequencies	Number of Learners	Training Hours per Learner	Number of Instructors	Total Instructor Hours	Curriculum Development Customization	Trainer Time	Training Materials	Instructor Travel	Cost	
Inventory Management	1	6	24	1	24	\$200.00	\$4,800.00	\$0.00	\$1,600.00	\$6,600.00	
Security Gap Training	1	18	24	2	48	\$250.00	\$5,600.00	\$0.00	\$1,600.00	\$7,450.00	
SS Overview Training	4	40	12	1	48	\$150.00	\$2,400.00	\$360.00	\$0.00	\$2,910.00	
Implementing SS Training	2	8	16	2	32	\$100.00	\$3,200.00	\$0.00	\$0.00	\$3,300.00	
If you have any questions concerning this quote, please contact Mr. Rogers at 303-555-5555.										TOTAL	\$20,260.00