



## Colorado First and Existing Industry Job Training Programs FY 2024 Third-Party Training Vendor Policies and Procedures

1. Skill Advance Colorado community college representatives are responsible for taking the lead role to:
  - a. advise on and facilitate the CF/EI training needs assessment, the grant application development, and the application submission processes with the grant applicant;
  - b. interpret program policies and procedures for the grant applicant and grantee; and
  - c. perform grant management duties with the grantee (including, but not limited to, policy and procedure interpretation; training implementation and attendance monitoring; payment and reimbursement documentation collection; accurate completion of reporting documents; final report development; and grant compliance.)Third-party training vendors may not act as Skill Advance Colorado Program community college representatives, initiate training needs assessment, initiate or complete grant application documents or reporting documents, interpret program policies and procedures, or serve as program advisor or grant manager with grant applicants or grantees.
2. Third-party training vendors must provide quality, substantive, customized training content to Skill Advance Colorado grantees. To ensure compliance with the above, if requested for review by the Skill Advance Colorado administration team, third-party training vendors must submit information pertaining to vendor's training expertise, experience, and training content.
3. *Prior* to delivery of each training, third-party training vendors must develop and provide the grantee a *Business-Specific Training Customization Outline* that includes written evidence related to the customization elements identified in the grantee's approved grant application.
4. Third-party training vendors are not permitted to, directly or indirectly, receive gifts, financial kickbacks, bonuses, incentives, or rewards from, or resulting from, Skill Advance Colorado funding.
5. Third-party training vendors may offer training only pertinent to the expressed interest and needs of the grant applicant. Vendors may not upsell training to grant applicants or use the Skill Advance Colorado program to intentionally generate funding to the benefit of the vendor over, or irrespective of, the need of the grant applicant.
6. Third-party training vendors are not permitted to include or incorporate any direct or indirect consulting services, or consulting services under the guise of training, into training funded by Skill Advance Colorado.
7. Third-party training vendors are not permitted to use the Colorado First and Existing Industry per learner allowances as a basis for structuring training costs; vendor training costs must be based on the vendor's own established costs.
8. Third-party training vendors must provide the grant applicant with a current training cost quote for each training included in a grant application. Training contracts, agreements, invoices, and email messages with cost details are not accepted as quotes.
9. Third-party training vendors may not engage in grant-funded activities (including, but not limited to, curriculum development/customization, training delivery, and purchases) until the grant application is approved by the Skill Advance Colorado grant application review committee.
10. Third-party training vendors may not revise training in approved grants prior to the grantee requesting and receiving training revision approval by the Skill Advance Colorado administration team.
11. Third-party training vendors may not invoice or require deposits from Colorado First and Existing Industry grantees prior to completing training delivery.
12. Immediately upon completion of training, third-party training vendors must submit all required backup evidence directly to the business/grantee for the grantee's records. This includes, but is not limited to, invoice(s) and supporting payment evidence; customized curriculum/outlines and supporting documentation; and consumable instructional materials receipts.
13. Third-party training vendors are not permitted to promise or guarantee Skill Advance Colorado grant funding to any business; only the Skill Advance Colorado grant application review committee is authorized to approve grant funds.
14. The Skill Advance Colorado program does not partner with or endorse any third-party training vendor. When working with clients interested in pursuing a Colorado First or Existing Industry grant, third-party training vendors are not permitted to imply, directly or indirectly, partnership between the vendor and the Skill Advance Colorado program.
15. The Skill Advance Colorado program, community colleges, grantees, and training providers are subject to program compliance and auditing. In the case of an audit, colleges, grantees, and training providers are required to provide backup evidence and documentation upon request. Third-party training vendors shall permit the State or its designee to audit, inspect, examine, excerpt, copy and/or transcribe third-party training vendor records related to training funded by the Skill Advance Colorado program for a period of 24 months after training is completed.
16. This document does not imply any right or entitlement to participate in the Skill Advance Colorado program. Third-party training vendors and their affiliates, subsidiaries, and partnering organizations with common trainer(s) or person(s) with related involvement may be removed and/or barred from providing training to grantees at the discretion of the Skill Advance Colorado administration team.