

Dear Employer,

Funding is currently available for the employee development grant through the Pikes Peak Workforce Center. This funding is used to increase the competitiveness of the employee or employer through training.

### **Qualifying Requirements:**

Training should be:

- Designed to meet the special requirements of an employer or group of employers to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment;
- Conducted with a commitment by the employer to avert the layoff of the incumbent worker(s) trained, or otherwise retain the worker(s); and
- Should only begin after the application has been approved
- May include apprenticeship training.

The Incumbent Worker; the individual:

- Must be employed, meeting the Fair Labor Standards Act requirements for an employer-employee relationship;
- Have an established employment history with the employer for 6 months or more, with the following exception: In the event that the employee development grant is being provided to a cohort of employees, not every employee in the cohort must meet the six (6) month requirement if the majority of the workers meet the requirement. At least 51% of the workers must meet this requirement.

### **Criteria:**

Priority of consideration will be given to training requests within the following industries:

- Professional, Scientific and Technical Services (including I.T. and Cybersecurity)
- Healthcare
- Construction Trades
- Manufacturing
- Lifestyle, Hospitality, Tourism and Sports

Upon receipt and review of the applications, participation will be approved based upon the company's request for training. Future applications may be solicited based upon available funding.

### **Funding Requirements:**

Employers participating in employee development grant are required to pay the non-Federal share of the cost of providing training to their incumbent workers.

Funding is available. Training must be completed by

Please submit completed applications to:

Business Relations Group  
Pikes Peak Workforce Center  
1675 Garden of the Gods Road, #1118  
Colorado Springs, CO 80907

**Email:** [PPWBRG@elpasoco.com](mailto:PPWBRG@elpasoco.com)



**DEADLINE FOR APPLICATION**

**Employee Development Grant Employer Application**

Company Name: \_\_\_\_\_

Additional Names DBA: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

Company Point of Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Company Website (if available): \_\_\_\_\_

Federal Employer Identification Number  
(FEIN): \_\_\_\_\_  
*(Submit a completed W9 for your company at the time of application submission)*

Total Number of Employees: \_\_\_\_\_

Number of Employees Requesting Training: \_\_\_\_\_

Number of Trainees that are Veterans: \_\_\_\_\_

**COMPANY PROFILE:**

Please provide a brief description of the products and/or services your company provides.

## Employee Development Grant Training Request Information

After identifying training needed, provide a brief summary of the training proposal including estimate of hours and number of employees who will be participating as well as a preferred time frame for training delivery.

List in Priority Order	Class/Training	Training Provider	Certification	No. of Hours (estimated)	No. of Employees (estimated)	Job Titles	Projected Start Date	Projected End Date*
1.								
2.								
3.								
4.								
5.								

\*Training must be completed by

**TRAINING EVALUATION:**

Please answer the following questions in 100 words or less.

*Due to a blind scoring, please refrain from using the Company's name in each narrative.*

1) How will this training impact your business profitability and competitiveness?

2) How will this training increase the capabilities and efficiencies of your employees?

3) Does your company's training plan include and ensure the participants are providing a structured training opportunity to gain the skills and competencies necessary to be successful in the occupation they receive training?

4) Please explain how this training will be conducive to future contracting or business opportunities.

5) Please describe which skills are being updated or developed in the proposed training.

6) Please identify any resources or matching funds that will be provided in conjunction with the requested training? (For instance, will your company be paying salaries during training time or paying a percentage of the requested training?)

1. **ALLOWABLE TYPES TRAINING:**

- The introduction of new technologies
- The introduction to a new product or service procedures that may lead to increased competitiveness and improve the efficiency of the business operations
- Upgrading to new jobs that require additional skills
- Other appropriate purposes identified by the employer and approved by the PPWFC Executive Director

2. **ALLOWABLE TRAINING COSTS:**

- Instructor's/Trainer's training-related wages
- Curriculum development
- Textbooks, instructional equipment, manuals, materials and supplies
- Examination for certification (if a separate cost)
- Other necessary and reasonable costs directly related to training.

3. **UNALLOWABLE TRAINING COSTS:**

- Employee/trainee wages (These may be used as can and/or in-kind employer costs for employer's required share of training costs.)
- Costs incurred prior to the approval date of the application.
- Capital improvements.
- Travel, food, lodging.
- Membership fees and/or dues.
- Training equipment purchases.

4. **MATCHING FUNDS REQUIREMENTS:**

- a. IWT requires employers to match a portion of the training costs.
  - At least 10% of the cost for a company 50 or fewer employees
  - At least 25% of the cost for a company with 51-100 employees
  - At least 50% of the cost for a company with more than 100 employees
- b. Wage information must be provided for employees receiving training through this grant as part of the reporting and outcome requirements.
- c. Employer agrees to maintain and provide attendance, payroll and other documentation. Specific reimbursement documentations include, but are not limited to:
  - Proof of payment to training (receipt)
  - Receipts of other approved costs
  - Proof of training completion (certificate) issued by the trainer.
  - Description of Training Curriculum (agenda)
  - Training Plan (include dates and length of training)
  - Internal Staff Trainers: Provide copies of timesheets and detail account of hours related ONLY to training.
- d. Employer agrees to facilitate the enrollment of workers into PPWFC programs and to maintain an accurate roster of employees being trained.
- e. Employers awarded grant funds must attend a grant training session.
- f. Employers must have an approved and accurate Connecting Colorado account.

## Employee Development Grant Training Budget Worksheet

Category	Cost per Trainee	No. of Trainees	Total	Employer Percentage Portion	Employer Portion Amount	Funds Requested	PPWFC Training Cost Portion
<i>Example: ABC Company Certification</i>	\$ 300.00	10	\$ 3,000	10%	\$ 300	\$ 2,700	\$ 2,700
Tuition	\$		\$	%	\$	\$	\$
Textbooks & Training Materials	\$		\$	%	\$	\$	\$
Training Instructor Costs	\$		\$	%	\$	\$	\$
Training Wages	\$		\$	%	\$	\$	Grant will not fund
Travel, Food, Lodging	\$		\$	%	\$	\$	Grant will not fund
Other Costs (describe in detail)	\$		\$	%	\$	\$	\$
<b>TOTAL (outlined in the agreement)</b>	\$		\$		\$	\$	\$

### Matching funds requirements

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