



Retail & Hospitality Lives Empowered Pikes Peak Regional Retail and Hospitality Sector Partnership

Dear Retail, Restaurant and Hospitality Employer:

Funding is currently available for the Retail & Hospitality Lives Empowered program through the Pikes Peak Workforce Center. Lives Empowered brings together retail and hospitality businesses interested in working collaboratively to increase economic mobility for frontline workers across Colorado and contribute to a strong economy.

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 develop and retain a skilled workforce.
- Provide opportunity for:
 - Career development
 - Wage increase
 - Position change
 - Expansion of duties

Each individual employee:

- Must be currently employed, meeting the Fair Labor Standards Act requirements for an employer-employee relationship.

Criteria:

Employees currently work in occupations, listed in the industries below approved by the Pikes Peak Regional Retail and Hospitality Sector Partnership through the Retail & Hospitality Lives Empowered program. This funding is made possible by Walmart to the Colorado Workforce Development Council.

- Retail
- Hospitality, Tourism and Sports
- Restaurant Food and Beverage Services

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 this fund are required to pay the employee's hourly wage during the training to meet the employer contribution requirement.

All training must be completed no later than September 24, 2021.

Please submit completed applications to:

Business Relations Group
Pikes Peak Workforce Center
1675 Garden of the Gods Road,
Suite 1118
Colorado Springs, CO 80907
Email: PPWBRG@elpasoco.com



Retail & Hospitality Lives Empowered 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 who are Veterans:

COMPANY PROFILE:

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



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 or Community Workforce Administrator.

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 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. Requires employers to cover wages as a contributing match to the training costs
- b. Wage information must be provided for employees receiving training through this fund as part of the reporting and outcome requirements
- c. Employer agrees to maintain and provide attendance, payroll and other documentation
Required 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 funds must attend a training session
- f. Employers must have an approved and accurate Connecting Colorado account:
<https://www.connectingcolorado.com/>

***One budget sheet per training**



Retail & Hospitality Lives Empowered Training Budget Worksheet

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

Matching funds requirements

Employer funds employee wages during the training period.