

EMPLOYER TALENT DEVELOPMENT PROGRAM TRAINING

APPLICATION DEADLINE JANUARY 7, 2022

Dear Employer:

Funding is now available from the employer talent development program through Jefferson County Business & Workforce Center. The purpose of this funding is to assist companies with avoiding layoffs and to provide opportunities for employees to advance in their positions. The funds are targeted for short term training ONLY and there will need to be validation of skill and competency attainment for participants. Certificates of completion or exam scores are acceptable as validation.

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; and
- May include apprenticeship training.

The Current 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: If the employer talent development program 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 industry sectors:

- Professional, Scientific and Technical Services (including I.T. and Cybersecurity)
- Healthcare
- Advanced Manufacturing
- Hospitality

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 on available funding.

Funding Requirements:

Employers participating in the employer talent development program are required to pay the non-Federal share of the cost of providing training to their current workers. The calculation of the employer share may include the amount of wages paid by the employer to the workers attending the training program. The employer may provide the share in cash, or in kind contributions that are fairly evaluated (per OMB Uniform Guidance at 2 CFR 200.306). But the percentage share shall not be less than:

- 10% of the cost, for employers with not more than 50 employees;
- 25% of the cost, for employers with more than 50 employees but not more than 100 employees; and
- 50% of the cost, for employers with more than 100 employees.

We are excited to partner with you! Please submit application to :

Employer Talent Development Program
Jefferson County Business & Workforce Center
3500 Illinois Street
Golden, CO 80401
etdp@jeffco.us

Employer Talent Development Program 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 Talent Development Program Training Request Information

After identifying training needed, provide a 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. Training must be completed by May 31, 2022.

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 May 31,2022

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 avert a layoff or provide an employee with skills to advance in their job?
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. Explain how this training will be conducive to future contracting or business opportunities.
5. Identify which skills are being updated or developed in the proposed training.
6. 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?)

A. Allowable Types of Training

- Introduction of new technologies
- Introduction to new product/service procedures that may avoid a layoff or improve the efficiency of business operations
- Upgrading to new jobs that require additional skills

B. Allowable Training Costs

- Instructor's/Trainer's training-related wages
- Curriculum development
- Textbooks, instructional equipment, manuals, materials, supplies
- Examination for certification (if not included in training cost)
- Other necessary and reasonable costs directly related to training

C. 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 date of application approval
- Capital improvements
- Travel, food, lodging
- Membership fees and/or dues
- Training equipment purchases

D. Matching Funds Requirement

1. Employer is required to match a portion of the training costs:
 - At least 10% of the cost for a company with 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
2. Wage information must be provided for employees receiving training through this program as part of the reporting and outcome requirements.
3. Employer agrees to maintain and provide attendance, payroll and other documentation as requested. Specific reimbursement documents include, but are not limited to:
 - Proof of payment to training provider (receipt)
 - Receipts for other approved costs
 - Proof of completion of training issued by training provider (certificate, exam scores)
 - Description of training curriculum (agenda and objectives)
 - Training Plan (start/end dates, format)
 - Internal Staff Trainers – copies of time sheet and detail account of hours related to this training only
4. Employer agrees to facilitate the enrollment of employees into Jefferson County Business & Workforce programs and to maintain an accurate roster of employees attending training.
5. Employers awarded program funds MUST attend a program training session.
6. Employers must have an approved and accurate Connecting Colorado account.

Employee Talent Development Program Training Budget Worksheet

Category	Cost per Trainee	# of Trainees	Total	Employer Percentage Portion	Employer Portion Amount	Funds Requested	JBWC Training Cost Portion
<i>Example: ABC Company Certification</i>	<i>\$300.00</i>	<i>10</i>	<i>\$3,000.00</i>	<i>10%</i>	<i>\$300.00</i>	<i>\$2700.00</i>	<i>\$2700.00</i>
Tuition							
Textbooks & Training Materials							
Training Instructor Costs							
Training Wages							Program will not fund
Travel, Food, Lodging							Program will not fund
Other Costs (describe in detail)							
TOTAL (outlined in the agreement)							

Employer is required to match a portion of the training costs:

- At least 10% of the cost for a company with 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