



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

This document must be read, signed, and submitted to the college representative prior to the applicant including vendor training in their grant application.

This document is required for all CF and EI grant applications with proposed third-party vendor training. If any third-party training vendor is proposed in your CF or EI grant application, please

- 1) Enter your business's full legal name: _____
- 2) Identify the type of grant you are applying for: CF or EI
- 3) Per the guidance of your college representative, send this document to each training vendor proposed in your application.
- 4) Have each training vendor read the *FY 2024 Third-Party Training Vendor Policies and Procedures* below, sign the *Third-Party Training Vendor Attestation* section below; and return this document in its entirety to you.
- 5) Submit the completed document to your Skill Advance Colorado college representative prior to including vendor's training in your grant application.

Please consult your Skill Advance Colorado community college representative for questions or support.

Please read *the FY 2024 Third-Party Training Vendor Policies and Procedures* below, sign the *FY 2024 Third-Party Training Vendor Attestation* below, and return the signed document in its entirety directly to the grant applicant. Do not submit it to the grant applicant's college representative.

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Colorado First and Existing Industry Job Training Programs

FY 2024 Third-Party Training Vendor Policies and Procedures and Attestation

1. Skill Advance Colorado community college representatives are responsible for taking the lead role to:

- a. determine and facilitate the selection of training vendors based on the grantee's needs and the grantee's budget;
- b. determine which performance goals will be used to measure the grantee's success;
- c. determine the grantee's performance goals based on the grantee's needs and the grantee's budget;
- d. determine the grantee's performance goals based on the grantee's needs and the grantee's budget;

1. The grantee shall determine the training vendor based on the grantee's needs and the grantee's budget. The grantee shall determine the training vendor based on the grantee's needs and the grantee's budget.

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11. Third-party training vendors may not invoice or require 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, invoices, receipts, and other supporting documentation.

13. The grantee shall determine the training vendor based on the grantee's needs and the grantee's budget. The grantee shall determine the training vendor based on the grantee's needs and the grantee's budget.

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