



Workforce Resilience Program Program & Funding Guidelines

Many rural Colorado businesses and individuals continue to struggle from the negative impacts of COVID-19. The Workforce Resilience Program (WRP) is a statewide grant program to support rural individuals negatively affected by COVID-19 to recover their career growth, sustainability, profitability, and longevity. These one-time federal funds are intended to be a flexible and easy-to-access resource for rural Colorado. WRP is administered by the Colorado Community College System (CCCS) and the Office of Economic Development and International Trade (OEDIT).

Grant proposals will be accepted in calendar year 2024 and funds will be distributed until the program ends in 2026. Total grant amounts will range from \$25,000-\$75,000.

Workforce Resilience Program Examples:

- Training or content development led by either community colleges or businesses
- Employee training programs to support hiring or economic advancement
- Bolster workforce development at local community colleges
- Rural recruitment and retention strategies
- Employee incentives including transportation, childcare, or housing stipends
- Workforce training center investments
- Work-based learning including on-the-job training and apprenticeships
- New business development support

Grantee Eligibility

- Eligible grant subrecipient applicants include for-profit businesses, 501(c)(3)s, 501(c)(6)s, institutions of higher education, government, or tribal organizations
- Eligible beneficiaries of grant-funded programs include individuals who are employed full-time, part-time, temporary, seasonally, gig workers and contract laborers, or jobseekers who have been negatively impacted by COVID-19
- Rural counties are defined as having a population of less than 250,000.
 - Access 2020 census numbers here:
gis.dola.colorado.gov/population/data/historical_census/
 - If you believe your community should be considered rural although you are located in a more populated county, please feel free to reach out.

Requirements

- i) Applicants must submit a brief letter of intent to the WRP Director for review prior to developing an application, budget, and budget narrative

- ii) Grantees must sign an attestation form stating that they or the intended beneficiaries have been negatively impacted by COVID-19
- iii) Funds must be used to support businesses located within rural Colorado or individuals working/intending to work within rural Colorado
- iv) Grantee must sign an Interagency Agreement or Understanding of Program with CCCS upon grant approval and prior to initiating grant activities
- v) Grantees must allow members of the Workforce Resilience Program administration to perform scheduled site visits as deemed appropriate
- vi) Grantee must submit quarterly and final reports, including budget updates, to CCCS
- vii) At minimum, the grantee must collect, analyze, and submit the following program data where applicable. Other data may be requested depending on the project.
 - a. Number and types of nonprofits/small businesses served, including data from participants
 - b. Number and types of individuals served, including data from participants
 - c. Number and types of employers engaged
 - d. Number and types of programs developed and offered (e.g., professional development, courses, industry-recognized credentials, etc.)
 - e. Number and types of programs completed by businesses or individuals
 - f. Evidence of improvement to an existing program (e.g., increased capacity, revised programming, etc.)
 - g. Number of satisfied beneficiaries (business and individuals)
- viii) Curriculum, materials, and assessments developed under the grant are property of the State Board for Community Colleges and Occupational Education and must be sharable with CCCS community colleges
- ix) Training attendance reports with learner and/or business names, training dates, and training hours attended must be on record and submitted to CCCS upon request
- x) In cases where the applicant does not have grant support on staff, it is strongly advised to partner with your local Small Business Development Center or Local Enterprise Zone Administrator for free grant management support
- xi) All grant funds must be used within the grant period. Unused funds will be returned to CCCS at the end of calendar year 2026 or end of grant agreement if sooner.

Expense Parameters/Allowability

The Workforce Resilience Program grant is meant to be the most flexible funding source through CCCS Department of Academic Affairs and Workforce Development.

- Grants must benefit individuals negatively affected by COVID-19
- Grants are designated for use only in rural Colorado

Funds may be used to provide assistance to individuals who want and are available for work, including job training, public jobs programs and fairs, support for childcare and transportation to and from a jobsite or interview, travel vouchers, incentives for newly employed workers, grants to hire underserved workers, assistance to unemployed individuals to start small businesses, and development of job and workforce training centers.

It is also permitted to offer a broad range of services to unemployed or underemployed workers and other individuals that suffered negative economic impacts from the pandemic. That can include public jobs programs, combined education and on-the-job training programs, or job training to accelerate rehiring or address negative economic impacts experienced due to a worker's occupation or level of training. The broad range of permitted services can also include other employment support, such as childcare assistance or assistance with transportation to and from a jobsite or interview.

Allowed Costs

- Professional development
- Business or employee training program development and implementation, in partnership with community college if capacity exists OR independently of college
- Third-party vendor (only in cases where community colleges don't have capacity)
- In-state trainer travel costs (State fiscal rules apply; no out of state travel)
- Work-based Learning or Career and Technical Education program development
- Bootcamps (shortened period of extended learning)
- Training costs directly incurred by business or individual
- Consumable and miscellaneous training-related items
- Technology upgrades
- College trainer/instructor training
- Grant data collection and analysis expenses

Limitations

- i) Grant activities may not be initiated prior to grant approval
- ii) One designee must be identified as the grant contact and act as the grant manager
- iii) End recipients of grant-funded services must be businesses or individuals negatively affected by COVID-19
- iv) Grant funds must be used for the creation or expansion of programs and costs cannot be used to supplant other organizational budget allotted to existing programs
- v) Grant funds must be used for a unique project that is not currently funded by another source, or a portion of a project that can be assigned specifically to this award, where the unmet need does not exceed the total amount received from all fund sources
- vi) The intent of this program is to cover workforce costs; businesses and individuals may not be charged training costs or fees to participate in programs developed with these funds
- vii) The program administration team reserves the right to approve equal to or less than is requested
- viii) Grant activities must end, funds must be used, and final report submitted by June 30, 2026. Grant closeout period will run from July 1-September 30, 2026.
- ix) If partnered with a community college, no administration fee can be included
- x) Revision options:
 - a. Grant may be revised a single time; written revision request must be submitted for approval. The revision must include a new application narrative, budget, and budget narrative that reflect the proposed change(s). Revision requests may not exceed the original approved grant amount. No grant activity related to the proposed changes may occur prior to the revision approval.

- b. A formative project implementation schedule may be approved by the Workforce Resilience Program administration team prior to grant application submission.
- xi) Unallowed grant usages:
 - a. Covering employee or intern wages unless under special circumstances
 - b. Capital construction costs
 - c. College administration fees
 - d. CTE teacher training
 - e. Nursing training (see CareForward and Career Advance Colorado grants)
 - f. Grant funds must not be spent on any items deemed unallowable by Uniform Guidance (2 CFR 200). These include: alcoholic beverages, bad debts, contingency provisions, contributions and donations, entertainment costs, fines, penalties, damages, or other settlements, fundraising and investment management costs, government fees, goods or services for personal use, idle facilities, lobbying, losses on other awards or contracts, organization costs, selling and marketing costs of anything beyond the program being funded, telecommunication costs
- xii) Any unused funds at the end of the grant performance period as stated in the grant must be returned to CCCS

Grantee Attestation Requirements

All grantees are required to complete a COVID “attestation” to meet federal SLFRF (State and Local Fiscal Recovery Funds) funding compliance. The attestations will confirm that the grantee, or the intended beneficiaries or the grant funding, have been negatively impacted by the COVID-19 pandemic. Any beneficiaries receiving funds as part of the grant (ie: stipends, travel reimbursements, etc.) will also need to sign a COVID attestation. Attestations are legally binding and may be verified if audited.

Funding Allocations and Timelines

- Grant amounts will range from \$25,000-\$75,000
- CCCS will distribute funds via electronic funds transfer or via paper check
- Approved grant proposals will receive funding via quarterly reimbursements
 - First reimbursement: July 2024 after initial quarterly report
 - Subsequent reimbursements following quarterly reports in January, April, October, and July of each year
 - Final reimbursement: July 2026 after final report or after project end if sooner
- Applications may be accepted through December 31, 2024, or until funds are fully encumbered
- All grantee funds must be fully spent by June 30, 2026
- Program will be closed December 31, 2026

Programmatic and Data Reporting Requirements

Grantees must submit brief quarterly summary report narratives on the last Friday of each fiscal quarter.

- 2024: June 28, September 28, December 28
- 2025: March 28, June 27, September 26, December 26
- 2026: March 27, June 30

Reports will include:

- Total funds spent to date
- Summary of grant activities and benchmarks
- Progress towards grant goals
- Significant activities, accomplishments, and future planning
- Back-up evidence
- Reimbursement request forms

Application Submission

1. Submit letter of intent (available on website)
2. Application will be shared directly once eligibility is confirmed
3. Submit grant application (note priority due date on website)
4. Grant approval should occur within four weeks of application date, more information may be requested prior to approval
5. Complete required forms and signatures
6. Begin grant activities
7. Complete quarterly reports and reimbursement requests until program end

Please contact the Workforce Resilience Program team for more information.

Contacts available on WRP website: cccs.edu/industry/workforce-resilience-program/