



Subject:	Custom Fit Training
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202.1 Purpose

To implement statewide Custom Fit guidelines.

202.2 Approval

USTC Board of Trustees approval: May 7, 2003. Revised: September 1, 2004; June 15, 2005; June 7, 2006; June 6, 2007. Replaced: June 11, 2008. Revised: January 13, 2010; June 15, 2010; September 30, 2010; April 18, 2012; June 5, 2013; June 8, 2016; September 13, 2017.

202.3 Definitions

- 3.1 **Flow-through:** The disbursement of Custom Fit funds to a participating company without the active involvement of a Custom Fit administrator to plan the training and select the training providers.
- 3.2 **Internal Training:** The use of a participating company's own employees to provide Custom Fit training.

202.4 Custom Fit Mission

The mission of Custom Fit is to support economic and workforce development through training partnerships between Utah companies and the Utah System of Technical Colleges (USTC).

202.5 Custom Fit Regional Organization

- 5.1 The state is divided into eleven Custom Fit regions: Bridgerland, Central, Davis, Dixie, Mountainland, Ogden-Weber, Salt Lake, Tooele, Southeast, Southwest, and Uintah Basin.
- 5.2 The regional hosting institutions for the ten Custom Fit regions allocated funding by the Utah System of Technical Colleges are as follows: Bridgerland Technical College for the Bridgerland Region, Snow College for the Central Region, Davis Technical College for the Davis Region, Dixie Technical College for the Dixie Region, Mountainland Technical College for the Mountainland Region, Ogden-Weber Technical College for the Ogden-Weber Region, Tooele Technical College for the Tooele Region, Utah State University - Eastern for the Southeast Region, Southwest Technical College for the Southwest Region, and Uintah Basin Technical College for the Uintah Basin Region. Salt Lake Community College is the regional hosting institution which serves the Salt Lake region through a legislative appropriation separate from the USTC Custom Fit program and, therefore, is not subject to this policy.
- 5.3 Each regional hosting institution will designate a primary administrator to represent the Custom Fit program and perform the duties established in this document. In addition, all other employees assigned to a Custom Fit program must comply with the provisions of this policy.



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202.6 Governance and Administration

The USTC Board of Trustees is the governing authority for Custom Fit funds appropriated to the Utah System of Technical Colleges. The USTC Commissioner will administer the Custom Fit program for the ten regions at the state level.

202.7 Custom Fit Funds

- 7.1 Purpose:** Custom Fit appropriated funds are provided by the Legislature and are allocated by the USTC Board of Trustees to each regional hosting institution. Appropriated funds and company contributions (see 202.7.2) are to be considered restricted funds by the regional hosting institutions, shall be recorded only in restricted Custom Fit account(s), and shall be used only for the Custom Fit program. Custom Fit funds (including appropriated funds and company contributions) may be used for any legal and lawful purpose related to the mission of Custom Fit (subject to the provisions of this policy). A regional hosting institution may not charge indirect or overhead costs to the Custom Fit program (inclusive of appropriated dollars and company contributions).
- 7.2 Company Contribution:** Companies participating in the Custom Fit program must provide a cash contribution of no less than 50% of the direct training costs. Exceptions may be considered on a case-by-case basis, and must be approved in writing by the president or the president's designee of the regional hosting institution.
- 7.3 Governing Policies:** Each Custom Fit administrator, for the ten regions allocated funding by USTC, must follow the policies contained in USTC Policy 202 (Custom Fit Training), as well as any applicable policies and procedures of the regional hosting institution. Where procurement policies of the regional hosting institution exempt a Custom Fit program, purchases of goods and services will be made in accordance with state procurement code. In all cases, procurement processes must provide an appropriate level of rigor and competition.
- 7.4 Misuse of Funds:** Misuse of Custom Fit funds (either appropriated or received through company contributions) or violation of this policy will result in corrective action, which may include withholding regional allocations or eliminating regional hosting institutions. This section shall not be interpreted to restrict any legal remedies for misuse of public funds.

202.8 Eligible Companies

Custom Fit funds (including appropriations and company contributions) should only be used to serve companies located in Utah. Not-for-profit companies/organizations are generally not eligible for Custom Fit training. Exceptions may be considered on a case-by-case basis, and must be approved in writing by the president of the regional hosting institution.



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202.9 Required Documentation

- 9.1 Prior to providing training to an eligible company, a Custom Fit administrator must fully document the anticipated cost of each proposed training event and the associated company cash contribution.
- 9.2 The regional hosting institution is required to maintain Custom Fit documentation for seven years. This should include source documents for all financial transactions and event details for all training engagements. Training details should include class names and descriptions, instructor names, attendance reports, and participant information (first and last name and last four digits of the participant's Social Security Number).

202.10 Custom Fit Training Delivery

- 10.1 Custom Fit training is offered subject to the availability of funds. Each region will determine priorities based on regional needs and circumstances.
- 10.2 Flow-through agreements are not eligible for Custom Fit funding. Internal training agreements may be eligible for Custom Fit funding. However, Custom Fit funds may not be used to supplant or replace existing wages of a company employee who provides training. In these cases, Custom Fit will contract with a company employee to provide training outside the employee's regular work load. Custom Fit funds may not be used to provide operational software or equipment for a participating company.
- 10.3 The Custom Fit administrator should work closely with participating companies to select training providers that are acceptable to both parties. However, final selection of a provider will be made by the Custom Fit administrator.

202.11 Custom Fit Reports

- 11.1 Each Custom Fit administrator will submit an annual financial report (forms provided by USTC Administration).
- 11.2 Each Custom Fit administrator will participate in the statewide Custom Fit database. Custom Fit training data will be tracked and reported only through the statewide database. Each Custom Fit region will submit a quarterly upload of company and student data securely to the Office of the USTC Commissioner as specified in the latest approved version of the USTC Data Dictionary.