Construction Industry Craft Training Program
- 2018 Grant Application Guidelines -

The Alabama Construction Industry Craft Training Board is seeking applications for training programs to provide construction industry craft training. The mission of the Alabama Craft Training Board is "to require those entities who train Alabama's construction workforce to meet standards set by this Board that fulfill the demands of the marketplace in the shortest time frame possible and equitably fund those programs from the Alabama Craft Training receipts." **Residential construction training programs are not eligible for grant funds.**

The following are the guidelines for submitting grant applications for funding from the Construction Industry Craft Training Program. This program is designed to provide assistance to entities who provide or wish to provide quality skills training for Alabama's construction workforce that will fulfill the demands of the marketplace.

TYPES AND METHOD OF TRAINING:

There are three types of training which are eligible:

1. **Craft Training** is training that is directly tied to a specific skill or trade. This type of training is provided as an open enrollment, is not tied to an existing job, and is provided to individuals that are enrolled as students in a recognized skills training program. Recognized skills training programs include NCCER, U.S. Department of Labor training programs and other comparable nationally recognized programs. The maximum funding award to an entity providing craft training is $100,000.00 per craft.

2. **Apprenticeship Training** is training that is focused on apprenticeship skills directly tied to a specific construction trade. This type of training is employer-provided training or third-party training that is provided to the working student. Apprenticeship training can be for registered or non-registered apprenticeships. The maximum funding award to an entity providing apprenticeship training is $100,000.00 per craft.

3. **Task Training** is short-term training that is directly tied to a specific construction-related task. This type of training is employer-provided training or third-party training that is provided to the students who have little to no prior construction industry work experience. The maximum funding award to an entity providing task training is $15,000.00.

All applicants must provide a detailed budget supporting the requested training funds. All Alabama entities that meet the following requirements may apply.

ENTITIES ELIGIBLE TO APPLY FOR FUNDS INCLUDE:

- Alabama business "for profit"
- Alabama business "not-for-profit"
- 2-year accredited postsecondary institution recognized by the Alabama Community College System
- 4-year accredited higher education institution recognized by SACS
- Trade unions
- K-12 education entity recognized by the Alabama State Department of Education

BUSINESSES NOT ELIGIBLE TO APPLY FOR FUNDS INCLUDE:

- Any business or entity requesting funding for residential construction training
- Any business, or business division, that has relocated to Alabama within the past 120 days prior to application and the move resulted in any employee losing his/her job at the original location.

The applicant should contact the Department of Finance, Division of Construction Management prior to submitting an application if it is unsure if the entity is eligible.

GENERAL INFORMATION:

- Training can include, but is not limited to, industry or company-specific work skills, safety, equipment operation training, and "soft skills", such as leadership, teamwork, communication, and management skills.
- For-profit businesses must identify, in their application, their contribution (company match) to the training program. The business' contributions must equal at least a dollar-for-dollar match of the total requested funds, up to the maximum funding request of $100,000 per craft. Business contributions may include equipment purchased for training, training materials and supplies, training curriculum development expenses, or travel, meals and lodging costs for the trainer. Business contributions may not include trainee wages and benefits paid during the training period, or travel, meals or lodging costs for the attendees.
- The educational entity must identify, in their application, the actual training cost to the student including any reductions in tuition, vouchers or reimbursements.
- The administrative costs of the training shall be limited to no more than 10% of the grant budget. Administrative costs include any indirect or overhead costs of providing the training, including but not limited to, accounting costs, grant administration costs, marketing, administrator's salaries, and any other costs other than direct student instruction. The administrative costs eligible for company matching funds shall not exceed 10% of the grant budget. Reimbursement of administrative costs shall be in proportion to the rate of reimbursement for direct training costs.

TRAINING PROGRAM CRITERIA:

- NCCER standards for the type of training being provided are preferred and students participating in an NCCER program must be registered in the NCCER database. Programs that do not meet NCCER standards must meet the U.S. Department of Labor training requirements. Grant applications must identify the type of construction craft training that will be provided and identify the NCCER or other curriculum that will be used. A copy of the training curriculum must be provided with the application. The Board reserves the right to use curriculum for the development of future training programs.
- Must identify on-the-job-training. On-the-job-training is preferred over classroom only training.
- Must identify the training rooms including theoretical training space (classrooms), practical training space (work space), or distance learning training facilities including provisions for online training. Applications must document training areas including photographs of training areas, floor plans, physical addresses and any other pertinent information. If grant funds will be used to create training rooms, all proposed costs, floor plans, specifications, timelines, etc. must be included in the grant application. The total cost for training room improvements cannot exceed 25% of the overall proposed training budget.
- Must include all equipment necessary for hands-on training. Equipment provided must be documented including type of equipment, quantity and other pertinent information. If equipment will be purchased with grant funds, application must include all model numbers, cost, proposed vendors, and identify who will own the equipment and the final disposition of all equipment (i.e. identify if equipment will be retained for future training, utilized at job site, etc.).
- Must identify the workforce region where the training will be offered, the target student training group, the estimated student enrollment and the minimum and maximum student enrollment.
- Must provide for a new and/or upgraded job skill that will increase the skill level of the student in a commercial/industrial construction craft.
- Must include clear and measurable performance outcomes in the application.
- Must include detailed budget including all costs to be considered for grant funding.
- Preference will be given to Alabama-based businesses that have been in operation in Alabama for a minimum of two (2) years before the application date.
- Have at least one full-time, permanent employee, other than the owner of the business.
- Demonstrate financial viability and be current on all state and federal tax obligations.

- Demonstrate the benefit that the training will have for the construction industry and identify the skills that will be acquired by the trainees.

TRAINING SERVICES:

- Must be coordinated through an NCCER certified trainer or a trainer meeting comparable, nationally recognized training requirements, whether training is conducted by the college institution or by a third party training provider.
- Can be conducted at the business's facility, the training provider's facility, through distance learning centers, or a combination of sites.

EXPENSES ELIGIBLE FOR GRANT FUNDING (WITH PROPER DOCUMENTATION):

- Professional instructors'/trainers' fees related to providing the training. Loss of wages or salary to compensate the trainer for time away from his/her regular employment are not eligible.
- Tuition cost to students/workers enrolled in the training program that are directly tied to the training program. Tuition costs may be tied to a certification but student must not be required to obtain a two-year or four-year degree in order to obtain certification or credit for the training. Student wages are not eligible for grant funding.
- Textbooks or training manuals directly related to the training program.
- Expendable materials and supplies directly related to the training program.
- Purchases of capital equipment or other durable (long lasting/reusable) training materials/equipment.
- Private-company sponsored programs will only be considered for partial funding and must identify the amount of matching funds that will be provided.
- Training programs that will extend over more than one year must clearly identify the funding amounts requested for each year and the training to be provided in each year. Grant funds will not expire at the end of a fiscal year but will be available per the terms of the grant agreement.

  Grant recipients will be required to submit periodic reports no less than quarterly to continue receiving grant funds. Periodic reports must include status of the training program, use of grant funds and other performance measures documenting the implementation. Grant recipient must provide invoices on a periodic basis to include clear and proper documentation of all expenditures in order to receive reimbursement. Failure to submit timely reports or to submit proper documentation could result in loss of grant funds.

NON-REIMBURSABLE EXPENSES:

- Trainee (employee) wages.
- Travel, food, or lodging expenses related to program participants.
- Capital improvements that exceed 25% of the proposed training budget or the purchase of real estate that include the construction or renovation of facilities.
- Purchase of any item or service that may be used outside of the training project.
- Any training-related expenses incurred before project approval or beyond the ending date of the agreement.
- Business-related expenses.
- Training costs associated with professional fields in which continuous education is necessary to retain professional certification, such as professional engineers, architects, attorneys, etc.
- Training which would result in advanced degrees such as associate, bachelor, master, or doctorate.
- Union or membership dues
- Administrative costs and indirect costs that exceed 10% of the direct training costs
- Any costs not approved in the final agreement.

REIMBURSEMENTS, REPORTING PERFORMANCE, BUDGET AMENDMENTS AND PROGRAM MODIFICATIONS

- Requests to make changes to the use of funding must be in writing and approved by the Alabama Construction Industry Craft Training Board (ACICTB).
- Modifications to the training must be approved by ACICTB in writing prior to implementing changes. Modifications

must be consistent with the intent of the original grant application.

- Accurate records must be maintained to document the training activities and reimbursement.
- Reimbursement requests must be submitted with supporting documentation, including evidence that the training expenses were in accordance with the terms of the agreement.
- A final reimbursement request form should be submitted within 30 days following the end of the grant or the end of the formal training, whichever is the earliest.
- Funds not expended by the grant expiration date will be rescinded by the Board.
- Extension of expiration date may be requested and will be considered on a case-by-case basis. Time extensions must be approved by the Board. Requests for time extensions must provide status of training program including number of students currently enrolled in the program and expected training completion date.

- A submitted reimbursement form must include:
  - Copy of paid trainer (college, private vendor, etc.) invoice. The invoice should include the date(s) and type(s) of training that was provided.
  - For each training session, a copy of the roster, which includes trainees' names and their employer (if applicable), is required. The date(s) and type(s) of training should be noted on each roster submitted. The roster should include the signature of the trainer or employer (if applicable) certifying that the listed employees actually participated in the training.

APPLICATION PRIORITIZATION AND REVIEW

- There is no limit to the number of grant applications that can be submitted each approved funding cycle.
- Applications will be scored and prioritized by the Board. Grant funding will be awarded based on the Board's evaluation, the merit of the training program and the available funds. The Board is not obligated to award funding if the training programs do not support the mission statement and training standards of the Board.
- The Board and/or its authorized representatives will score each application and assign an overall score. The overall score is based on the percentage of the total maximum points applicable to the application as assigned by the Board. Evaluation criteria and the maximum points possible per subcategory are listed below:

Evaluation Factor	Maximum points
Training Curriculum	20 points
On-the-job Training	20 points
Training Facility	10 points
Training Equipment	10 points
Region and Enrollment	5 points
Relevance/Meaningful Need for Training or Skill	10 points
Clear and Measurable Performance Outcomes	15 points
Detailed Budget	10 points
Alabama-based Business	5 points
Multi-Year Training/Continuity of Training Program	5 points
TOTAL	**110 points**

APPLICATION REVIEW PROCESS AND GRANT APPLICATION DEADLINE:

- The Alabama Construction Industry Craft Training Board members will review the Craft Training grant applications, determine if the applications meet the eligibility requirements and prioritize the eligible applications. CICTP grant amounts are capped as listed below:
  - **Craft Training**: $100,000.00 per craft.
  - **Apprenticeship Training**: $100,000.00 per craft.
  - **Task Training**: $15,000.00.
- In order to be considered by the Alabama Construction Industry Craft Training Board, the applicant must mail one (1) original, one (1) electronic .pdf on CD or flash drive and ten (10) copies to the **Construction Industry Craft**

Training Board – Grant Program, C/O: Department of Finance, Division of Construction Management, P.O. Box 301150, Montgomery, AL, 36130-1150 or 770 Washington Avenue, Suite 470, Montgomery, AL 36104. All grant applications must be received by 5 PM on May 25, 2018 in order to be considered for FY18 Grant Funding.

- The Alabama Construction Industry Craft Training Board will notify the successful grant applicants in the form of an award letter and a grant agreement. The Fiscal Agent for the entity's training program will sign the budget and the grant agreement and submit one (1) original and one (1) electronic .pdf on CD or flash drive to the Board. Upon the Board's execution of the grant agreement, the Board will provide a copy of the executed grant agreement and the training program can begin.
- The Fiscal Agent will provide a record of expenses pertinent to all training conducted using this funding to the Alabama Construction Industry Craft Training Board, ATTN: Department of Finance-Division of Construction Management, P.O. Box 301150, Montgomery, AL 36130-1150. Final expenses must be reported within thirty (30) days after each training activity is completed or the agreement end date, whichever is the earliest.

Beason-Hammon Alabama Taxpayer and Citizen Protection Act (Protection Act)

As a condition of any funds awarded, the grantee agrees to comply with the terms of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act and any subsequent amendments. It is the responsibility of the fiscal agent to ensure compliance of this Act by all sub-grantees.

Construction Industry Craft Training Program
– 2018 Grant Application Form –

This Application is for the purpose of applying for funding for <u>one specific type of training program</u>. A separate application is required for each training program. The maximum number of pages per grant application is 25 single-sided pages excluding resumes.

All sections must be completed prior to submitting application. Incomplete applications will not be considered.

Training Program: _____

Type of Training: ____ Craft Training ____ Apprenticeship (registered/non-registered) Training _____ Task Training

Funding Amount Requested: $_____

____ Please check here if proposed training will extend more than one year
____ Please check here if proposed training is a continuation of an existing multi-year training program

The maximum grant amount that can be funded per each craft or apprenticeship training program is $100,000.00 per year. The maximum grant amount that can be funded for each task training program is $15,000.00.

The Board reserves the right to award less than the funding amount requested and to request a revised budget and a statement regarding the impact on training.

<u>Section 1. Training Entity</u>

Name of Grantee: _____

Mailing Address: _____

City: _____ County: _____ State: _____ Zip Code: _____

Point of Contact:_____

E-mail: _____

Type of Entity or Business:
_____ Alabama business "For Profit"
_____ Alabama business "Not-For-Profit"
_____ 2-year accredited postsecondary institution recognized by SACS
_____ 4-year accredited higher education institution recognized by SACS
_____ K-12 education entity recognized by the Ala State Department of Education
_____ Trade union
_____ Other (please specify) _____

_____ Check if entity has been in operation in Alabama for at least two (2) years prior to application date

<u>Section 2: Previously Awarded Craft Training Funds</u>

Previously Received Training Grant(s) from Construction Industry Craft Training Fund: ___ Yes ____ No

If Yes, please provide the following:
Date Funds Received: _____
Amount Received: _____
Type of Training Provided: _____
Number of People Trained: _____
Date Training Completed: _____

<u>Section 3: Required Documentation</u>

The following documents must be attached to the application in order to be considered for grant funding:

_____ Disclosure Statement
_____ E-Verify Memorandum of Understanding (MOU)
_____ Letter showing Proof of Burden of Need for the proposed training program
_____ Detailed Budget

Section 4: Identification of Other Funding Sources

Is funding from other sources required to support the proposed training program? _____Yes _____No

If yes, identify the amount and sources for other required funding and if the funding has been secured.

The remainder of this page is intentionally blank.

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Section 5: Training Curriculum

Please specify the training curriculum to be used for the training:

_____ NCCER Curriculum _____

_____ Other (please specify) _____

Name of Trainer (please attach current resume): _____

Trainer's Employer: _____

_____

Experience including any Training Certifications:

Courses Previously Taught:

If more than one trainer will be teaching the course, please provide the same information for all trainers and attach to application.

Section 6: On-the-Job Training

Please specify the type of On-The-Job training provided:

Total number of students enrolled in training: _____
Total number of students employed full time OTJ (40 hours or more per week): _____
Total number of students employed part-time, summer or intern OTJ: _____
Number of hours per week:___
Number of weeks employed/ duration:___
Total number of students receiving "classroom only" OTJ: ___

List of companies participating in On-The-Job training:

Name of Company	Name of Contact Person	Email	Phone Number

Additional comments or clarification: _____

_____

_____

_____

Section 7: Training Facility

Name of training location:_____

Physical Address:_____ Room: _____

City: _____ County:_____ State: _____Zip Code: _____

If training will be provided in more than one physical location, please attach a separate sheet listing the training location, room, and physical address of each training location.

Describe how proposed training facilities comply with NCCER curriculum requirements.

List any provisions or accommodations for long-distance learning (distance-learning classrooms, web-based learning with live instructor, online courses, etc.):

Describe the facilities provided for practical training space:

If available, attach photos of proposed training facilities (classroom and On-The-Job ("OTJ")).

Section 8: Training Equipment

Describe the type of equipment to be used for training and relevance to student training experience.

Describe how training equipment meets NCCER requirements.

If equipment must be purchased with grant funds, list funding amount required solely to purchase equipment. Include vendor specifications with costs, model numbers, proposed vendors, ownership, and disposition of equipment upon completion of training program.

If equipment must be purchased with grant funds, describe how the purchase of equipment is critical to the training program and outcome.

Section 9: Region and Enrollment

Identify the target training group (example: high school students, high school graduates, current employees, etc.):

List the minimum number of students/trainees that must be enrolled in the program to be viable: _____

List the estimated number of students/trainees that you anticipate will enroll in the program: _____

List the maximum number of students/trainees that can be enrolled in the program: _____

Training Start Date: _____ Training End Date: _____

List the county (or counties) where training will be provided: _____

List Workforce Development Region: _____

(A map of Regional Workforce Councils, as of Oct. 1, 2016, from the Alabama Department of Commerce is provided as an attachment to the form.)

Section10: Relevance/Meaningful Need for Training or Skill

Describe the specific demand for training in this **TRADE**.

Describe the demand for this **TYPE OF TRAINING PROGRAM**.

Describe the demand for this specific trade and training program in this **REGION**.

Attach letters from contractors and/or regional workforce councils to support the demand for the proposed training program for this trade in this region.

Section 11: Clear and Measurable Performance Outcomes

List the Key Performance Indicators (KPIs) that will be monitored by the grantee throughout the training. Examples of KPIs include the following:

Student enrollment
Attendance rate
Drop-out rate
Student to instructor ratio
Completion rate
On-the-job training hours
Employment/placement rate
Hours of instruction per week

Include your target goal for each KPI.

Section 12. Detailed Budget:

The grant applicant should apply only for the amount of funds needed to meet the immediate training needs. At least 90% of the budget must be for direct training costs and no more than 10% of the budget can be for indirect training costs. No more than 10% of the administrative costs can be counted towards the required company match. The budget must clearly support the training plan. All proposed expenses must be allowable, reasonable and necessary. The applicant must provide a monetary value on the company/employer contributions (column C) that will be made during the training. These contributions may be in-kind, cash, etc. Businesses applying for grant funds must provide business contributions equal to dollar-for-dollar match of the total requested funds, up to the maximum funding request of $100,000 per craft training program. Refer to "Grant Application Guidelines-General Information" for eligible business contributions.

Budget Category	Requested Funds	Non-Requested Employer Contribution (in-kind, cash, etc., shown in $)	Explanation/Description
Professional Instructor's Fees (loss of regular wages cannot be included)			
Instructor's per diem (direct costs for travel, food, lodging, etc.)			
Training Certifications, Credentials, Licenses for Instructors			
Training Course Materials (Books, manuals, etc.-please itemize)			
Training Materials and Supplies (expendables)			
On-site Facility Usage and/or facility improvements (must include detailed plans for any proposed construction)			
Training Equipment Cost (include list/price of any equipment purchases)			
Training Certifications, Credentials, Licenses for Students/Trainees			
Other including all administrative and overhead costs (must include detailed and specific expenses to be eligible)			
Total Funds	$	$	

Estimated Training Costs per Student	Total Requested Funds / Expected Student Enrollment = Cost Per Student

Section XI. Budget Backup: Use this page to explain and/or itemize entries from the preceding budget page.

Professional Instructor Wages:

Instructor per diem (direct costs for travel, food, lodging, etc.):

Training Certifications, Credentials, Licenses for Instructors:

Training Course Materials (Books, Manuals, etc.) (Itemize):

Training Materials and Supplies (expendables):

On-site Facility Usage or Facility Improvements (must include detailed plans for any proposed construction):

Training Equipment (must include list and price of any equipment purchases):

Training Certifications, Credentials, Licenses for Students/Trainees:

Other (Other items and related costs not included in the above line items that are required to implement the project included as a grant funded item in the budget page.):

Section 13: Alabama-Based Business

_____ The training entity or business has been in operation in Alabama for a minimum of two (2) years before the application date.

_____ The training entity or business has not been in operation in Alabama for a minimum of two (2) years before the application date.

Section 14: Multi-Year Training/Continuity of Training Program

_____ The proposed training program does not require more than one year to complete and will provide construction skill training to the student/trainee.

_____ The proposed training program is a component of a multi-year training program that will provide enhanced construction skill training to the student/trainee. Identify name of parent training program/series: _____

_____ The proposed training program is a continuation of a multi-year training program from a previous year and is necessary to provide enhanced construction skill training to the student/trainee. Identify name of parent training program/series: _____

Section 15: Business Authentication:

As the person authorized to act on behalf of the **entity or business requesting training**, I certify that the information submitted in this application is accurate. I also certify that if funding is approved that I will ensure that the proposed activities will be carried out and agree to follow accountability and reporting requirements. Signature is for application for funds only and does not constitute an agreement of awarded funding.

_____ _____

Printed or typed name and title, authorized official Signature/Date

E-mail: _____ Phone Number: _____

Section 16: Fiscal Agent for Funds:

Entity to be fiscal agent: _____

Mailing address for reimbursement of funds: _____

_____

_____

Name of Project Fiscal Contact: _____

Title: _____

E-mail: _____ Phone Number: _____

Section 17: Fiscal Agent Authentication:

As the person authorized to act on behalf of the **fiscal agent**, I certify that the information submitted in this application is accurate. I also certify that if funding is approved that I will ensure that the proposed activities will be carried out and agree to follow accountability and reporting requirements. Signature is for application for funds only and does not constitute an agreement of awarded funding.

_____ _____

Printed or typed name and title, authorized official Signature/Date

Section 18: Training Provider Authentication (*if different from Fiscal Agent for Funds*):

As the person authorized to sign on behalf of the **training service provider**, I certify that the information submitted in this application is accurate. I also certify that if funding is approved that I will ensure that the proposed activities as stated will be carried out and agree to follow accountability and reporting requirements. Signature is for application for funds only and does not constitute an agreement of awarded funding.

_____ _____

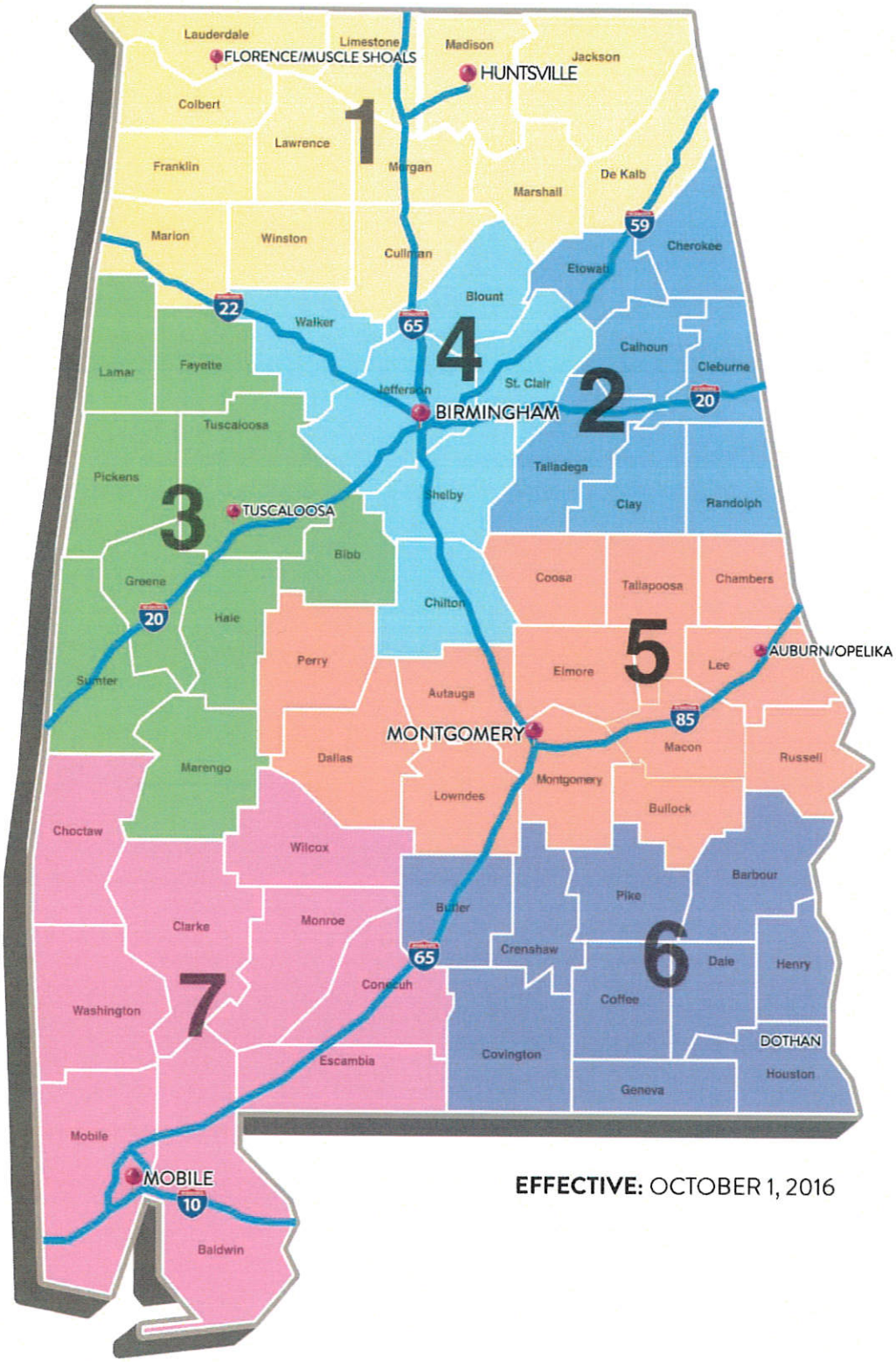
Printed or typed name and title, authorized official Signature/Date

Name of Project Training Contact: _____

Title: _____

E-mail: _____ Phone Number: _____

REGIONAL WORKFORCE COUNCILS



EFFECTIVE: OCTOBER 1, 2016

PLEASE NOTE THE FOLLOWING:

Grant applications are due by **5 PM on Friday, May 25, 2018**.

You must submit one original form, one electronic .pdf file on CD or flash drive and ten copies.

Mail to:

Construction Industry Craft Training Board-Grant Program

C/O: Department of Finance, Div. of Construction Management

Physical Address: 770 Washington Avenue, Suite 470
Montgomery, AL 36104

Mailing Address: P.O. Box 301150
Montgomery, AL 36130-1150