

# ALABAMA CONSTRUCTION INDUSTRY CRAFT TRAINING BOARD (ACICTB) TRAINING PROGRAM GRANT APPLICATION GUIDELINES (REVISED JULY 2021)

The Alabama Construction Industry Craft Training Board (ACICTB) 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 amount that can be requested by an entity providing craft training is \$100,000.00 per craft per year.
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 per year.
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 per task per year.

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 from which a current ACICTB member receives monetary compensation.

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**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.
- 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, administrative salaries, and any other costs other than direct student instruction. The administrative costs eligible 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.
- The Board may approve a continuation grant, up to \$100,000, to successful training programs that continue the training program the next fiscal year, which means grantees do not have to complete the entire new grant application each year.

**TRAINING PROGRAM CRITERIA:**

- NCCER standards for the type of training being provided are preferred and it is preferred that students participating in NCCER program be registered in the NCCER database. Programs that do not meet NCCER standards must meet the U.S. Department of Labor training requirements or a Board approved curriculum and it is preferred for credentials to be awarded. 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 and course outline with a timeline must be provided with the application. The Board reserves the right to use curriculum and course outlines and timelines for the development of future training programs.
- A training program course outline and training timeline are required for all training programs and must be included in the application to be considered for funding.
- Must identify on-the-job-training (On-the-job-training is preferred over classroom only training).
- 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 equipment necessary for hands-on training. Equipment provided must be documented including type of equipment, quantity and other pertinent information. The total value of all equipment purchased is capped at \$20,000 per grant and \$7,500 per single item. Small tools/equipment that cost less than \$500 per item do not count against the equipment purchase cap amounts. Any equipment cost over the cap, may be reimbursed for the duration of the training at reasonable rental rates cost that are verified by independent equipment vendor market quotes. Equipment that was previously purchased by the ACICTB grant or other grant resources and equipment cost outside of the training period are not eligible for rental reimbursement.
- Must identify the workforce region where the training will be offered, the target student training group, and the estimated 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.

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- 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 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 a 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.
- CDL training for transporting construction material will be considered. CDL training for transporting vehicles will not be considered.
- Only safety programs above a ten-hour OSHA course will be considered. Basic safety classes will not be considered.

**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 equipment used for training that do not exceed \$7,500 per single item or \$20,000 total. Small tools/equipment costing less than \$500 per item do not count towards the equipment caps.
- \*Rental cost of equipment used for training that exceeds the equipment purchase caps. Rental cost must be based on independent verified equipment vendor market rates for the duration of the training. Reasonable rental transportation cost, use taxes, etc. are eligible for reimbursement. Equipment utilized for training and already owned by the Grantee, that was not previously purchased with ACICTB or other grant funds, is eligible for rental reimbursement using reasonable rates verified by independent quotes for the training duration only.

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- Training programs that will request to be extended 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 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 recipients 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:**

- Loss of wages or salary to compensate the trainer for time away from his/her regular employment.
- 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 includes the construction or renovation of facilities.
- Purchase of any item or service that may be used outside of the training project.
- Equipment rental reimbursement for equipment previously purchased through an ACICTB or other grant program or for rental cost outside the actual training period.
- Any training-related expenses incurred before grant 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 MODIFICATION:**

- 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.
- Grant funds cannot be transferred between a training provider's different grants.
- A final reimbursement request form should be submitted within 30 days following the end of the formal training or within 15 days following the grant fiscal year-end (September 30), whichever is the earliest; All invoices are due no later than October 15 following the end of the fiscal year.
- Funds not expended by the grant expiration date will be rescinded by the Board.
- Extensions of time are not available, unless approved by the Board in rare, extraordinary circumstances.

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## **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 trainees actually participated in the training.

## **APPLICATION PRIORITIZATION AND REVIEW**

- There is no limit to the number of grant applications that can be submitted.
- 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/or meet the 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 for new grants are listed below (task grants and continuation grants evaluations will differ):

<b>Evaluation Factor</b>	<b>Maximum points</b>
Training Curriculum	20 points
On-the-job Training	20 points
Training Facility	10 points
Region and Enrollment	5 points
Clear and Measurable Performance Outcomes	10 points
Detailed Budget	20 points
Feasibility/Meaningful Need for Training or Skill	15 points
<b>TOTAL:</b>	<b>100 points</b>

## **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.
- In order to be considered by the Alabama Construction Industry Craft Training Board, the applicant must submit an online application. Online application links are located on the ACICTB website at [www.alcictb.com](http://www.alcictb.com). All grant applications must be complete and submitted by the 15<sup>th</sup> of each month prior to 5:00 p.m. in order to be considered for the initial grant funding at the next ACICTB Meeting.
- 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 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.

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- 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 within 15 days following the fiscal year-end (September 30), whichever is the earliest; if a training program ends between September 15 and September 30, invoices must be submitted by October 15.

## **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.

## **Grant Rescindment:**

A negotiated amount of grant funds approved by the Board will be returned by the Training Provider to The Craft Training Fund if at any time during the grant fiscal year the Training Provider's obligations to the Board are not fulfilled.