



Listed below are the four (4) new required reports for fiscal year 2021-2022 for CICT grant programs. Please contact Alyson Ogles at alyson@alcict.com for the reporting documents.

1. MONTHLY REPORT – EVERYONE COMPLETES, EXCEPT FOR TASK GRANT PROGRAMS:

- a. This report replaces the quarterly reports done in the past.
- b. At the end of each month, you will update this file by adding each month's information. At the end of the year, all your data will be included in this one file. The data included on the first page is:
 - i. **Instructor's Information** – include all instructors for the program.
 - ii. **Training Start Date** – list the date the training session began.
 - iii. **Training End Date** – list the ending date, only if the training session ended that month.
 - iv. **Number of Trainees at First Class** – list the number of trainees that were present at the first training class. If a trainee had an excused absence for this first class and then attended the remaining classes, you may include him/her in this number, but if someone enrolled in the class and did not attend, he/she may not be counted.
 - v. **Number of Graduates this Month** – list the number of trainees that completed or graduated the training program that month.
 - vi. **Number Currently Training** – list the number of trainees that are still attending the training program (dropouts will not be included in this number).
 - vii. **Drop Out Rate** – this will automatically calculate, so you do not need to complete this column.
 - viii. **Number of classes this month** – list the number of training classes/on the job classes for the month.
 - ix. **Number of absences this month** – list the number of absences for the month.
 - x. **Attendance Rate** – this will automatically calculate for you, so you do not need to complete this column.
- c. **Equipment and Tool Inventory**- list any tools and equipment that cost \$2500.00 or more purchased with CICT funds. You will add to this report for the entire year as you make purchases for those items over \$2500.00.
- d. **List of Trainees for the Month** – the file includes tabs/sheets for each month of the fiscal year. You will click on the tab/sheet for the month reporting and list all

trainees' names that attended training and any successes and/or concerns you would like to share for the month.

- e. After updating the file each month, save the file with your updates and then email the file to alyson@alcict.com by the 10th of the following month. So, November's information would be due by December 10.

2. TRAINEE INFO. REPORT – THIS WILL BE COMPLETED ONLY BY THE PROGRAMS THAT ARE NOT TRAINING THEIR OWN EMPLOYEES/MEMBERS AND ONLY BY TRAINEES OVER THE AGE OF 18:

- a. This report is only required to be completed once during the initial class of each training session.
- b. You may enter the trainee's contact information and then have the trainees sign or the trainees may enter their contact information and sign.
- c. Email the report to alyson@alcict.com by the 10th of the month following the training session start date.

3. GRADUATE/COMPLETED TRAINING REPORT – EVERYONE COMPLETES, EXCEPT TASK GRANT PROGRAMS

- a. This report should be completed at the end of each training session and include trainees that successfully graduated/completed the training program. If your program is several levels/years long, you will still include the trainee in this list once their level/year is completed.
- b. Email the file to alyson@alcict.com by the 10th of the month following the training end date.

4. TASK GRANT REPORT – ONLY TASK GRANT PROGRAMS COMPLETE

- a. This report will be completed after the task grant session.
- b. If your task grant has multiple session dates, complete this report after each training session.
- c. Email the file to alyson@alcict.com by the 10th of the month following the training session end date.

Other important information regarding documentation of your training program:

- Remember you must keep an attendance log for each training class and for all on-the-job training/hands-on instruction sessions. This attendance log must include the Grantee name, Training Program name, Grant number, date of the class/training, signature of trainees attending, brief description of training provided and be signed by the instructor. Grantee must maintain these attendance logs on file for presentation and/or submission to the CICT Management Team upon request.
- If you have any questions regarding reporting, please contact Alyson Ogles at alyson@alcict.com or at 205-407-4115.