



GRANT GUIDELINES

(Revised April 2022)

The Alabama Construction Industry Craft Training Board (CICT) is seeking applications for training programs to provide construction industry craft training. The mission of the CICT Board is to support training programs in building a qualified workforce to meet the growing demand for skilled craftsmen and commercial construction workers in Alabama.

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. **Residential construction training programs are not eligible for grant funds.**

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. The maximum funding award to an entity providing task training is \$15,000.00 per task.

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

ENTITIES NOT ELIGIBLE TO APPLY FOR FUNDS INCLUDE:

- Any business or entity requesting funding for residential construction training
- Any business from which a current CICT board member receives monetary compensation



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TRAINING PROGRAM CRITERIA:

- 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. Training 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 identify the type of construction craft training that will be provided and identify the NCCER or other curriculum that will be used. NCCER standards for the type of training being provided are preferred and it is preferred that students participating in a 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. A copy of the course outline and a monthly timeline must be provided. Tentative start and end dates, along with days and times of instruction must be provided. The Board reserves the right to use curriculum, course outlines, timelines, and schedules for the development of future training programs.
- Must identify credentials students will earn. It is preferred for credentials to be awarded to students.
- Must identify on-the-job-training and hands-on training. On-the-job-training is preferred, followed by hands-on training. Classroom only training is not preferred.
- Must identify the workforce region where the training will be offered, the target student training group, and the estimated number of unique students trained in the fiscal year.
- Must demonstrate the benefit the training will have for the construction industry and identify the skills that will be acquired by the trainees. Must document local contractor support of the training program.
- Must include clear and measurable performance outcomes.
- Must include a 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.
- Must have at least one full-time, permanent employee, other than the owner of the business.
- Must demonstrate financial viability and be current on all state and federal tax obligations.

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, by a third-party training provider, or an employee.
- 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 materials 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.



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EXPENSES ELIGIBLE FOR GRANT FUNDING:

- Professional instructors'/trainers' fees related to providing the training, including instructor certifications, credentials, licenses and per diem. Loss of wages or salary to compensate the trainer for time away from his/her regular employment are not eligible. Instructor per diem shall be limited to no more than 5% of the grant budget.
- Textbooks or training manuals directly related to the training program.
- Expendable materials and supplies directly related to the training program.
- Technology directly related to the training program.
- Training certifications, credentials, and licenses for students/trainees.
- 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. Equipment provided must be documented including type of equipment, quantity, and other pertinent information.
- *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 CICT or other grant funds, is eligible for rental reimbursement using reasonable rates verified by independent quotes for the training duration only.
- On-site Training Facility Usage and/or Training Facility Improvements. If grant funds will be used for construction to create training facility/rooms, all proposed costs, floor plans, specifications, timelines, etc. must be included in the grant application. The total cost for Facility Usage/Improvements cannot exceed 25% of the overall grant budget.
- Administrative costs of the training, including 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. Administrative costs of the training shall be limited to no more than 10% of the grant budget. Reimbursement of administrative costs shall be in proportion to the rate of reimbursement for direct training costs.
- Grant funds will be available per the terms of the grant agreement.

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, construction, or renovation of facilities that exceed 25% of the proposed training budget.
- Purchase of any item or service that may be used outside of the training program.
- Equipment rental reimbursement for equipment previously purchased through a CICT or other grant program or for rental cost outside the actual training period.



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NON-REIMBURSABLE EXPENSES (Continued):

- 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.

REQUIREMENTS FOR REIMBURSEMENTS AND REPORTING PERFORMANCE:

- Accurate records must be maintained to document the training activities and reimbursement.
- The Grantee must include the most current version of the CICT logo and the following statement in all marketing and promotional materials associated with training funded in part or in whole with CICT Grant funds. The statement shall read: "A portion of these training funds were provided by the Alabama Construction Industry Craft Training (CICT) Program." The term "marketing and promotional materials" shall be defined to include but not be limited to all brochures, websites, print media and social media, etc. The acknowledgment of CICT training funds and logo shall continue while any use of CICT Grant funds are utilized in Grantee training.
- Failure to submit timely reports or to submit proper documentation could result in loss of grant funds.
- Grant recipients must submit accurate CICT required reports to continue receiving grant funds. Required reports include key performance indicator data, student rosters, use of grant funds and other performance measures documenting the implementation and success of the program.
- In order to receive reimbursement, recipients must be registered in the State of Alabama Accounting and Resource System (STAARS) used by the State of Alabama to pay vendors. An accurately completed CICT invoicing form, followed by detailed backup documentation (receipts, quotes, etc.) must be submitted for reimbursement. All backup documentation must be clearly labeled to identify associated billing items and in accordance with the terms of the agreement. It is preferred reimbursements are submitted monthly, but at least quarterly.
- Grant funds cannot be transferred between a training provider's different grants.
- A final reimbursement request 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.

BUDGET AMENDMENTS AND PROGRAM MODIFICATION:

- Requests to make changes to the use of funding must be in writing and approved by the CICT Board.
- Modifications to the training must be approved by the CICT Board in writing prior to implementing changes. Modifications must be consistent with the intent of the original grant application.



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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 grants are listed below:

Evaluation Factor	Maximum points
Training Curriculum	20 points
On-the-job/Hands-on 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
TOTAL:	100 points

APPLICATION SUBMISSION, REVIEW PROCESS AND DEADLINE:

- The CICT 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 for funding by the CICT Board, the applicant must submit an online application. Online application links are located on the CICT website at www.alcict.com. All grant applications must be complete and submitted by the 15th of each month prior to 5:00 p.m. to be considered at the next CICT Board Meeting.
- The CICT 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.

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.



BEST RECRUITING, MARKETING, and RETENTION PRACTICES for CICT GRANT TRAINING PROGRAMS

The CICT Board wants to ensure that your training program attains its goals and is successful! Listed below are key best practices to help market, recruit, and retain trainees in your program. If you have questions or would like more information with any listed practices, please contact the CICT Staff.

IMPORTANT: Validated industry demand and timing of that demand should always drive the need for a training program, number of trainees and dates of classes. If not correct, then no one wins and your reputation will be negatively affected as a training provider and will hamper your future efforts.

Marketing/Recruiting Best Practices:

- Marketing Materials:
 - Up to date and highlight the value and advantages of your training program.
 - Inclusive and demonstrate that all genders, age groups, and races are welcome.
 - List out the value and advantages of your training program and ensure all staff members know and can articulate this to others. Do not assume potential trainees know this. Make sure to inform them the ways in which your training program will benefit them and highlight past graduates and their success stories.
 - Ensure your enrollment process is clearly explained, easily accessible, and streamlined. Make it easy for students to apply.
 - Use a variety of media to market your training program, including social media. Videos get the most interest. Tik-Tok is popular and reaches a wide audience.
- Create a Marketing/Recruiting Plan with detailed month/day timeline. Recruiting should take place 3-4 months before a class starts. Recruiting year-round is key.
- As part of your plan you should:
 - Determine the audiences to which you will market, where they are located and the best ways to reach them.
 - Determine what events would be the most beneficial for your staff to attend for marketing and recruitment. Some events require registration months in advance, plan accordingly.

- Contact organizations/businesses that have an audience for potential trainees and invite them to tour your site. Request they share your marketing materials, and request to speak to members or attend events they are hosting.
 - Have regularly scheduled visitor days or tour days for interested parties to tour your facilities and see the training in action and market to those who can provide trainees. Ensures staff are never caught off guard. Develop a presentation to kick off the visitation day and develop an agenda so things flow smoothly.
- Use current trainees as recruiters. Ask them to recruit friends and family and offer a “prize/incentive” for referring someone to your training program. Create a referral program that rewards referrers [gift cards, cash, etc.]. Don’t limit it to trainees, open it up to past grads as well.
- Have a consistent method for interested parties to contact you (email, text, social media, etc.). Ensure contacts get a timely response. Establish an ‘interest form’ on your website and monitor constantly. This can be shared with groups and is successful.
- Reach out to the list of potential trainees and make sure you inform them of any upcoming training.
- Ensure the CICT Staff has your marketing materials and enrollment information to share with the Go Build Outreach Team.
- Build relationships with the following groups in your region who work with and influence career decisions of potential trainees and partner with them so they can/will help you recruit. Relationship building requires intention and will pay off. Properly acknowledge any referrals. Consider having a standing advisory meeting. These groups can help market and advertise.
 - Regional Workforce Council
 - Non-Profit Organizations (those that impact current and future workers; out-of-work youth, displaced workers, formerly incarcerated, etc.)
 - Business & Industry
 - High Schools and Career Tech Centers
 - Alabama Community College System
 - Alabama Department of Labor
 - Alabama Career Centers (formerly ‘unemployment offices)
 - Vocational Rehab
 - Economic Developers & Chambers of Commerce
 - Local municipal governments

Retention Best Practices: (require constant monitoring and continuous improvement)

- Ensure your instructors are knowledgeable on current practices, have good presentation and facilitation skills, and are engaging. Your instructors are the key component to having a successful program.
- Ensure all staff understand and can articulate the training pathways for your program and that it is shared with trainees.
- Consistently remind trainees how your training is going to benefit them.
- Ensure your training facilities are safe, clean, and comfortable.
- Ensure your trainees feel value and celebrate their successes. ‘Student of the Week’, those who exhibit leadership in safety, teamwork, etc. Recognize them in front of peers and staff, ‘hall of fame’ wall, etc.
- Have procedures in place to contact/follow-up with trainees when they are absent.
- Schedule as part of your training soft skills, interview skills, and references the need to be employable. Without these the most technically competent trainee may miss out on opportunities now and in the future.
- Provide remote learning for trainees that are working at job sites that are out of town.
- Provide incentives for finishing the training program (some ideas are tools, PPE, work boots, tuition reimbursement, and donations of “prizes” from local businesses).
- Invite previous trainees to visit classes and share their success stories.
- Schedule guests from the industry to speak to trainees for motivation, instruction, and networking.
- Invite potential employers in the region to speak to the class about opportunities and success stories.
- Schedule visits, internships, co-ops, and/or tours for your trainees at area industry businesses and organizations.
- Have a plan as to how you will help your trainees enter the industry during or upon completion of their training.
 - Host a job fair 2-3 weeks before graduation. Make sure companies know they can extend job offers BUT they must wait to hire them until they complete the training program.
 - Help your trainees make contacts with industry organizations and businesses if not successful in landing an offer at the job fair.