



The Alabama Construction Industry Craft Training Board

CAREER TECH

CONSTRUCTION GRANT GUIDELINES

The Alabama Construction Industry Craft Training (CICT) Board has grants available for High School Career Tech training programs that provide **commercial** construction industry craft training. The CICT Board understands the fiscal challenges facing high school construction career tech programs. In order to help these programs continue to provide quality training and to help fulfil its mission, the CICT Board has launched a new Career Tech Construction Grant. This grant is designed to assist K-12 education entities recognized by the Alabama State Department of Education who provide or wish to provide quality skills training directly tied to a specific **commercial** construction skill or trade. **The Career Tech Construction Grants allow for awarded funds to be accessed prior to training program purchases, or up-front funds, for construction training expenses.**

The following are the guidelines for submitting grant applications for funding from the Construction Industry Craft Training Program for the **Career Tech Construction Grant**. If a Career Tech Construction Grant is awarded, the same training program is NOT eligible to apply for any other CICT Grants within the same fiscal year (for more information about the other available reimbursable CICT grants visit www.alcict.com).

Residential ONLY construction training programs are not eligible.

TRAINING PROGRAM CRITERIA:

- Must demonstrate the benefit the training will have for the **commercial** construction industry. A minimum of two letters of support from **commercial** contractors stating their specific, detailed commitments to supporting the program are required. The letters should include contractor pledges to support the program in any of the following ways: as mentors, visiting instructors, allowing job-site visits, providing internships, and hiring graduates.
- Must identify the type of **commercial** construction craft training that will be provided and identify the NCCER or other industry recognized curriculum that will be used.
- Must demonstrate training facilities and equipment are safe and meet NCCER requirements or industry standard requirements and safety regulations.
- Must identify skills and credentials students will earn. It is preferred for credentials to be awarded to students.
- Must include documentation of Instructors training and related experiences and the student/teacher ratio.
- Must include realistic and measurable performance outcomes, including enrollment numbers, completion rates, attendance rates, and placement rates for employment by a **commercial** construction contractor.
- Must include a detailed budget including all costs to be considered for grant funding and corresponding documentation.



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EXPENSES ELIGIBLE FOR THE CAREER TECH CONSTRUCTION GRANT FUNDING:

- Each training program is eligible to apply for up to \$20,000 per fiscal year, per school, with a limit of no more than five programs per school. The grant fiscal year is October 1- September 30.
- Textbooks, training manuals, and other curriculum directly related to the training program.
- Expendable materials and supplies directly related to the training program, such as lumber, sheet metal, PPE, PVC, etc.
- Small tools costing \$500 or less per single item, such as hammers, screw drivers, tape measurers, etc. Tools provided must be documented including type of tool, quantity, cost, and other pertinent information.

REQUIREMENTS FOR FUNDING AND REPORTING PERFORMANCE:

- Accurate records must be maintained to document the training activities and grant funded purchases.
- Grant recipients must submit accurate CICT required reports. 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 funds, an accurately completed CICT invoicing form, followed by back-up documentation (purchase orders, receipts, etc.) must be submitted. All backup documentation must be clearly labeled in accordance with the terms of the agreement.
- CICT Invoices should be submitted within 30 days following the end of the formal training or within 10 days following the grant fiscal year-end (September 30), whichever is the earliest; All invoices are due no later than October 10 following the end of the fiscal year.
- Funds not expended by the grant expiration date will be rescinded by the Board.
- Failure to submit timely reports or to submit proper invoicing documentation could result in loss of grant funds.

BUDGET AMENDMENTS AND PROGRAM MODIFICATION:

- Requests to make minor changes to the use of funding must be in writing and approved by the CICT Staff.
- 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.

APPLICATION PRIORITIZATION AND REVIEW

- K-12 education entities recognized by the Alabama State Department of Education may submit one Career Tech Construction Grant per training program, per school, per fiscal year, limited to no more than five programs per school. Recipients may not apply for any other CICT grants for the same fiscal year for the same training program (for more information about the other available reimbursable CICT grants visit www.alcict.com).
- 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.



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•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 the Career Tech Construction grant are listed below:

Evaluation Factor	Maximum points
Training Contractor Support	40 points
Training Preparation	15 points
Training Program	15 points
Training Outcomes	15 points
Training Cost	15 points
TOTAL:	100 points

APPLICATION SUBMISSION, REVIEW PROCESS AND DEADLINE:

- In order to be considered for funding for the current fiscal year (October 1- September 30), a Career Tech Construction Grant application must be submitted by June 15. Any applications received after June 15, will be considered for the following fiscal year. The online application may be accessed at <https://smr.to/p94000> or from www.alcict.com.
- The first twenty eligible CICT grant applications submitted by the 15th of each month prior to 5:00 p.m. will be considered at the next CICT Board Meeting. Applications that do not comply with grant guidelines will not be submitted to the CICT Board for consideration.
- 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.

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.

FOR ASSISTANCE WITH CICT GRANTS CONTACT:

- www.alcict.com
- Hayes Vinson, CICT Program Manager, 205-947-1320, hayes@alcict.com
- Alyson Ogles, CICT Program Evaluator, 205-947-1290, alyson@alcict.com