



GRANT GUIDELINES

(Effective for FY 2025 Grant Cycle)

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
- Other related entities approved by the Board



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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.

TRAINING PROGRAM CRITERIA:

- Training can include, but is not limited to, industry or company-specific work skills, safety, equipment operation training, and some “soft skills,” such as leadership, teamwork, communication, and management skills for field craft workers only. 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 demonstrate the benefit the training will have for the commercial construction industry. Local contractor support and contractors’ plans to utilize the training program through training employees or hiring students should be documented, except for contractors training own employees.
- Must identify the workforce region where the training will be offered, the need of the training in the location, the target student training group, and plans to attract trainees.
- Must identify the type of construction craft training that will be provided and identify the NCCER or other industry recognized 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 an industry recognized Board approved curriculum. A copy of the course outline and 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 demonstrate training facilities and equipment are safe and meet NCCER requirements or industry standard requirements and safety regulations.
- Must identify the instructional delivery methods. On-the-job-training and hands-on training are preferred.
- Must identify skills, credentials, and licenses students will earn. It is preferred for credentials to be awarded to students and trainees to obtain licenses when applicable.
- Must include previous training experience and outcomes when applicable. 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 in the industry.
- Must include a detailed budget including all costs to be considered for grant funding and corresponding documentation.
- 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.
- For high school training programs, most of the instruction must be geared towards commercial construction and preference will be given to programs with an adult training component.
- Must have at least one full-time, permanent employee, other than the owner of the business.



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- Must demonstrate financial viability and be current on all state and federal tax obligations.

TRAINING SERVICES:

- Some commercial construction training is already available with no associated costs to companies or students in Alabama. Please check the following resources to see if an available free training already exists fitting your needs before applying for a CICT Grant: <https://www.aidt.edu> and <https://innovation.accs.edu>.
- Must be coordinated through an NCCER certified trainer or a trainer with demonstrated industry and/or relevant instructional experience, 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 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, unless it is training provided by a construction association to benefit many contractors.

EXPENSES ELIGIBLE FOR GRANT FUNDING:

- Professional instructors'/trainers' cost 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. Instructor preparation hours shall be limited to no more than 20% of total instructional hours. **Instructor** cost paid by other state funds are not eligible for grant funding.
- Textbooks, training manuals, and other curriculum directly related to the training program.
- Expendable materials and supplies directly related to the training program.
- Technology directly related to the training program that does not exceed 25% of the grant budget.
- 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, quotes, 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 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 Improvements cannot exceed 25% of the overall proposed training budget.



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- Administrative costs of the training, including accounting costs, grant administration costs, marketing costs, facility rental/usage costs, and any other training program overhead costs. Administrative costs of the training shall be limited to no more than 15% 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:

- Any fees outside the costs for the training program. No profits should be made from the grant program.
- Loss of wages or salary to compensate the trainer for time away from his/her regular employment.
- Any instructor costs paid by other state funds.
- Trainee (employee) wages.
- Travel or lodging expenses related to program participants (trainees).
- 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.
- 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 bachelor, master, or doctorate.
- Union or membership dues.
- Administrative and overhead costs that exceed 15% of the direct training costs.
- Any costs not approved in the final agreement.

REQUIREMENTS FOR REIMBURSEMENTS AND REPORTING PERFORMANCE:

- The Grant agreement will be null and void and all funds rescinded, if the training program does not begin within ninety days of the indicated start date on the application, or by August 31, whichever occurs first. If an extenuating circumstance prevents the program starting within these guidelines, a written request and justification to change the start date must be submitted to the CICT staff and approved by the Board prior to the required start date.
- 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.



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- 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, detailed breakdown of hours worked and work performed, 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 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.

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

- 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 Contractor Support	26 points
Training Preparation	10 points
Training Program	10 points
Training Outcomes	24 points
Training Cost*	30 points
TOTAL:	

*An average CICT Grant Program cost per student chart is included at the end of the guidelines for reference, along with detailed examples that meet the scoring criteria at the highest level.



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•The CICT Grant Program should help offset training costs substantially but may not cover all training costs.

APPLICATION SUBMISSION, REVIEW PROCESS AND DEADLINE:

•The CICT Board members and authorized representatives 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. The first twenty eligible 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 Board may consider funding programs unable to apply within the existing guidelines and application process, due to special circumstances, such as growing an existing, successful program or for innovative training program ideas and partnerships. These special situations must benefit the industry, not just your specific training program. To be considered for funding in these special situations, contact a CICT staff member. Once the staff confirms the training program will not fit within the existing grant guidelines and application process, but would benefit the commercial/industrial construction industry, applicable information will be obtained and presented to the Board. The Board will then determine if they would like to consider funding the program as an exception applicant at a future 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.



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*CICT Grant Program Average Cost Per Student (for reference):

Program Type	Average Cost Per Student
Lift Training	Average Cost = \$500
Safety	
Rigging and Signaling	
Insulators/Asbestos	
Multi-Trade Core	Average Cost = \$2000
Carpentry	
Management	
Sheet Metal	Average Cost = \$3000
Metal Building	
Alarm/Security	
Building Construction	
Electrical	
Heavy Equipment	
HVAC	
Industrial Painting	
Plumbing	
Site Work Prep	
Welding	
Crane College	
Field Engineering	
Heavy Highway	
Ironwork	
Pipefitting	



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***CICT Grant Program Scoring Factors – Highest Level Examples (for reference):**

EVALUATION FACTORS	MEETS CRITERIA AT HIGHEST LEVEL
TRAINING CONTRACTOR SUPPORT	
NEED	The commercial construction contractors in the training area are requesting the training due to a workforce need; contractor is training own employees.
BENEFIT	The training will provide a strong benefit to the citizens of Alabama and the commercial construction industry.
CONTRACTOR SUPPORT	The students are employees of industry contractors; Industry contractors will employ the majority of the graduates of the training program; contractors will aid in training.
REGION/LOCATION	The region/location has the population and commercial construction industry to support the training and number of anticipated students.
TARGETED TRAINING GROUPS	There are multiple targeted training groups – students already working in industry and new to industry; strong relationships/partnerships with career centers, high schools, and unemployed.
TRAINING PREPARATION	
FACILITIES & EQUIPMENT	Facility is available and ready for training, meets industry standard requirements and safety regulations, is current and similar to what is being used on jobsites.
TRAINING EXPERIENCE	Training entity has successful, proven experience with training. Successfully followed all procedures and requirements during any prior CICT Grant Program experience.
MARKETING	An established multi-faceted marketing plan is in place to successfully obtain students.
TIMELINE	Established start/end dates and a reasonable duration for training and student needs; established curriculum outline including benchmarks and milestone dates.
STUDENT/TEACHER RATIO	Ratio of students to teacher is reasonable and safe for training.
TRAINING PROGRAM	
CURRICULUM	NCCER or equivalent industry approved curriculum.
INSTRUCTORS	Already attained and has relevant industry and instructional experience.
INSTRUCTIONAL METHOD	Includes On-the-Job training.
PROGRAM SCHEDULE	Consistent days and times with reasonable number of hours of instruction; reasonable schedule for students.



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TRAINING OUTCOMES	
KPIs	Reasonable and realistic outcomes in enrollment and completion; higher percentage outcomes in attendance, placement in industry, number of contractors benefiting, credentials, and licenses earned.
TRAINEE BENEFIT	Majority of students will earn credentials and licenses upon completion; majority of trainees will be employed in the industry upon completion.
PREVIOUS TRAINING OUTCOMES	Prior proven, successful training outcomes to benefit the industry. Multi-level, apprenticeship training with majority of students obtaining licenses.
TRAINING COST	
COST PER STUDENT, PER TRADE	The cost per student for the training is less than average of similar CICT grant programs (refer to the average cost per student chart).
COST PER HOUR OF INSTRUCTION	The cost per student per hour for the training is less than the average cost for similar CICT grant programs.
BUDGET DETAILS	The budget is detailed and concise, includes all supporting documentation, is reasonable and within guidelines.
SUSTAINABILITY/VIABILITY	The training entity can continue the training in future years, even with the possibility of a decrease of funding from the CICT Board; high return of investment.