

## Construction Industry Craft Training Program 2020-21 Grant Application Guidelines

The Alabama Construction Industry Craft Training (CICT) Board 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 CICT Board member receives monetary compensation.

### **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.
- For-profit businesses must identify, in their application, their contribution (company match) to the training program. The business’ contributions must equal at least a dollar-for-dollar match of the total requested funds, up to the maximum funding request of \$100,000 per craft. Business contributions may include equipment purchased for

training, training materials and supplies, training curriculum development expenses, or travel, meals and lodging costs for the trainer. Business contributions may not include trainee wages and benefits paid during the training period, or travel, meals or lodging costs for the attendees. In-kind contributions are limited to items which incur cost for training.

- The educational entity must identify, in their application, the actual training cost to the student including any reductions in tuition, vouchers or reimbursements.
- 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 for company matching funds 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.
- Awarded grants will be allowed additional time for training provided the board approves and may provide additional funding for continued training. All changes would require an approval of the board.

#### **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. 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)
- Must identify the training rooms including theoretical training space (classrooms), practical training space (work space), or distance learning training facilities including provisions for online training. Applications must document training areas including photographs of training areas, floor plans, physical addresses and any other pertinent information. 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 all equipment necessary for hands-on training. Equipment provided must be documented including type of equipment, quantity and other pertinent information. If equipment will be purchased with grant funds, application must include all model numbers, cost, proposed vendors, and identify who will own the equipment and the final disposition of all equipment (i.e. identify if equipment will be retained for future training, utilized at job site, etc.).
- Must identify the workforce region where the training will be offered, the target student training group, and the estimated student enrollment and the minimum and the maximum 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.
- 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 that 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 capital equipment or other durable (long lasting/reusable) training materials/equipment. Capital equipment valued at or above \$2,500.00 must be maintained and used for a minimum of three years by the Grantee for the purpose of construction industry craft training, otherwise the equipment shall be transferred to the Board.
- 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 recipient 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 include the construction or renovation of facilities.
- Purchase of any item or service that may be used outside of the training project.
- Any training-related expenses incurred before project 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 MODIFICATIONS**

- 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 rolled-over 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, whichever is the earliest; Invoices due no later than 10/15/20-21.
- 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.

**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 employees 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 are listed below:

<u>Evaluation Factor</u>	<u>Maximum points</u>
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 remit one (1) original, ten(10) hard copies and one (1) electronic .pdf on CD or flash drive to the **Construction Industry Craft Training Board – Grant Program, C/O: Department of Finance, Division of Construction Management, P.O. Box 301150, Montgomery, AL, 36130-1150 or 770 Washington Avenue, Suite 444, Montgomery, AL 36104**. All grant applications must be received by the 15<sup>th</sup> of each month at the address provided above prior to **5 PM** in order to be considered for the initial grant funding at the next CICT Board 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 one (1) original and one (1) electronic .pdf on CD or flash drive 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.

- 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 after the agreement end date, whichever is the earliest; if a training program ends between 09/15/21 - 09/30/21, invoices must be submitted by 10/15/21.

**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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## Construction Industry Craft Training Program 2020-21 Year-End Grant Application Form

This Application is for the purpose of applying for funding for one specific type of training program. A separate application is required for each training program. Awarded grants for Craft Training, Task Training, and Apprenticeship Training based on the state fiscal year; awarded grant funds not spent during the fiscal year will be considered for continuation based on performance into the next fiscal year. This extension will take a vote and approval of the CICT board. If a fund extension is not approved the funds will be reallocated to the grant general fund. If additional funds for multiple-year Craft Training grants and Apprenticeship Training grants are needed after the first year, a training provider may apply for additional funds by submitting a Grant Continuation Request. This Request allows a training provider that is meeting or exceeding expectations to continue training program without completing a full application during the regular grant application period. The maximum number of pages per grant application is 25 single-sided letter-sized pages excluding resumes.

***All sections must be completed prior to submitting the application. Incomplete applications will not be considered.***

Training Program: \_\_\_\_\_

Type of Training: \_\_\_\_ Craft Training    \_\_\_\_ Apprenticeship (registered/non-registered) Training    \_\_\_\_ Task Training

Funding Amount Requested: \$ \_\_\_\_\_

***The maximum grant amount that can be funded per each craft or apprenticeship training program is \$100,000.00 per year. The maximum grant amount that can be funded for each task training program is \$15,000.00.***

***The Board reserves the right to award more or less than the funding amount requested. This request would require a revised budget and a statement regarding the impact on training.***

### Section 1: Training Entity

***The Grantee Entity Name and address must match the name and address (to be) registered in the State of Alabama Accounting and Resource System (STAARS) used by the State to pay Vendors.***

Grantee Entity Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Entity or Business:    \_\_\_\_ Alabama business "For Profit"  
   \_\_\_\_ Alabama business "Not-For-Profit"  
   \_\_\_\_ 2-year accredited postsecondary institution recognized by SACS  
   \_\_\_\_ 4-year accredited higher education institution recognized by SACS  
   \_\_\_\_ K-12 education entity recognized by the AL State Department of Education  
   \_\_\_\_ Trade union  
   \_\_\_\_ Other (please specify) \_\_\_\_\_

\_\_\_\_ Check if entity has been in operation in Alabama for at least two (2) years prior to application date

### Section 2: Previously Awarded Craft Training Funds

Previously Received Training Grant(s) from Construction Industry Craft Training Fund:  Yes  No

If Yes, please provide the following:

Date Funds Received: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Type of Training Provided: \_\_\_\_\_

Number of People Trained: \_\_\_\_\_

Date Training Completed: \_\_\_\_\_

**Section 3: Required Documentation**

The following documents must be attached to the application in order to be considered for grant funding:

Disclosure Statement

E-Verify Memorandum of Understanding (MOU)

Letter showing Proof of Burden of Need for the proposed training program

Detailed Budget

**Section 4: Identification of Other Funding Sources**

Is funding from other sources required to support the proposed training program?  Yes  No

If yes, identify the amount and sources for other required funding and if the funding has been secured.

***The remainder of this page is intentionally blank.***

## Construction Industry Craft Training Program 2020-21 Year-End Grant Application Form

### **Section 5: Training Curriculum**

Specify the training curriculum to be used for the training (attach course outline and timeline for training):

\_\_\_\_\_ NCCER Curriculum \_\_\_\_\_

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

Name of Trainer (attach current resume): \_\_\_\_\_

Trainer's Employer: \_\_\_\_\_

Experience including any Training Certifications:

Courses Previously Taught:

***If more than one trainer will be teaching the course, please provide the same information for all trainers and attach to application.***

### **Section 6: On-the-Job Training (OTJ)**

Please specify the type of On-The-Job training provided:

Total number of trainees enrolled in training: \_\_\_\_\_

Total number of trainees employed full time OTJ (40 hours or more per week): \_\_\_\_\_

Total number of trainees employed part-time, summer or intern OTJ: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_

Number of weeks employed/ duration: \_\_\_\_\_

List of companies participating in On-The-Job training:

<u>Name of Company</u>	<u>Name of Contact Person</u>	<u>Email</u>	<u>Phone Number</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional comments or clarification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 7: Training Facility and Equipment**

Name of training location: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Room: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

***If training will be provided in more than one physical location, please attach a separate sheet listing the training location, room, and physical address of each training location.***

Describe how proposed training facilities comply with NCCER curriculum requirements.

List any provisions or accommodations for long-distance learning (distance-learning classrooms, web-based learning with live instructor, online courses, etc.):

Describe the facilities provided for practical training space:

If available, attach photos of proposed training facilities (classroom and On-The-Job ("OTJ")).

Describe the type of equipment to be used for training and relevance to trainees training experience.

Describe how training equipment meets NCCER or Curriculum requirements.

If equipment must be purchased with grant funds, list funding amount required solely to purchase equipment. Include vendor specifications with costs, model numbers, proposed vendors, ownership, and disposition of equipment upon completion of training program.

If equipment must be purchased with grant funds, describe how the purchase of equipment is critical to the training program and outcome.

If equipment is for a multi-year training program, indicate which equipment will not be repurchased and which equipment will need to be repurchased for the duration of the program.

**Section 8: Region and Enrollment**

Identify the target training group (example: high school students, high school graduates, current employees, etc.):

List the estimated number of trainees that you anticipate will enroll in the program: \_\_\_\_\_

Training Start Date: \_\_\_\_\_ Training End Date: \_\_\_\_\_

List the county (or counties) where training will be provided: \_\_\_\_\_

List Workforce Development Region: \_\_\_\_\_

*(A map of Regional Workforce Councils, as of Oct. 1, 2016, from the Alabama Department of Commerce is provided as an attachment to the form.)*

**Section 9: Feasibility/Meaningful Need for Training or Skill**

Describe the specific demand for training in this **TRADE** and demand for training in this Region.

Provide letters of Support from Contractors in your Region pledging to serve as active mentors to the training program.  
Example: Contractors committing to providing visiting instructors, job site visits etc.

Provide letters from Contractors in your Region pledging to place trainees in full time/part time/summer internship positions.

Attach letters from contractors and/or regional workforce councils to support the demand for the proposed training program for this trade in this region.

**Section 10: Clear and Measurable Performance Outcomes**

List the Key Performance Indicators (KPIs) that will be monitored by the grantee throughout the training. Examples of KPIs include the following:

- Student enrollment
- Attendance rate
- Drop-out rate
- Student to instructor ratio
- Completion rate
- On-the-job training hours
- Employment/placement rate
- Hours of instruction per week

Include your target goal for each KPI.

**Section 11: Detailed Budget:**

The grant applicant should apply only for the amount of funds needed to meet the immediate training needs. At least 90% of the budget must be for direct training costs and no more than 10% of the budget can be for indirect training costs. No more than 10% of the administrative costs can be counted towards the required company match. The budget must clearly support the training plan. All proposed expenses must be allowable, reasonable and necessary. The applicant must provide a monetary value on the company/employer contributions (column C) that will be made during the training. These contributions may be in-kind, cash, etc. Businesses applying for grant funds must provide business contributions equal to dollar-for-dollar match of the total requested funds, up to the maximum funding request of \$100,000 per craft training program. Refer to "Grant Application Guidelines-General Information" for eligible business contributions.

<b>Budget Category</b>	<b>Requested Funds</b>	<b>Non-Requested Employer Contribution (in-kind, cash, etc., shown in \$)</b>	<b>Explanation/Description</b>
Professional Instructor's Fees (loss of regular wages cannot be included)			
Instructor's per diem (direct costs for travel, food, lodging, etc.)			
Training Certifications, Credentials, Licenses for Instructors			
Training Course Materials (Books, manuals, etc.-please itemize)			
Training Materials and Supplies (expendables)			
On-site Facility Usage and/or facility improvements (must include detailed plans for any proposed construction)			
Training Equipment Cost (include list/price of any equipment purchases)			
Training Certifications, Credentials, Licenses for Students/Trainees			
Other including all administrative and overhead costs (must include detailed and specific expenses to be eligible)			
Total Funds	\$	\$	
<b>Estimated Training Costs per Student</b>	<b>Total Requested Funds / Expected Student Enrollment = Cost Per Student</b>		

**Section 12: Budget Backup:** Use this page to explain and/or itemize entries from the preceding budget page. Include at least the item name, model #, quantity and total dollar amount for training materials, supplies and equipment, if applicable. Equipment or tools bought one year should not be in the following year's budget unless such equipment is being given to students upon certification; if so, note it on the application. If more space is needed than available, note "see attachment" and attach a separate sheet.

Professional Instructor Wages:

Instructor per diem (direct costs for travel, food, lodging, etc.):

Training Certifications, Credentials, Licenses for Instructors:

Training Course Materials (Books, Manuals, etc. ) (Itemize):

Training Materials and Supplies (expendables):

On-site Facility Usage or Facility Improvements (must include detailed plans for any proposed construction):

Training Equipment (must include list and price of any equipment purchases):

Training Certifications, Credentials, Licenses for Students/Trainees:

Other (Other items and related costs not included in the above line items that are required to implement the project included as a grant funded item in the budget page.):

**Section 13: Alabama-Based Business**

\_\_\_\_\_ The training entity or business has been in operation in Alabama for a minimum of two (2) years before the application date.

\_\_\_\_\_ The training entity or business has not been in operation in Alabama for a minimum of two (2) years before the application date.

**Section 14: Business Authentication:**

As the person authorized to act on behalf of the **entity or business requesting training**, I certify that the information submitted in this application is accurate. I also certify that if funding is approved that I will ensure that the proposed activities will be carried out and agree to follow accountability and reporting requirements. Signature is for application for funds only and does not constitute an agreement of awarded funding.

\_\_\_\_\_  
Printed or typed name and title, authorized official

\_\_\_\_\_  
Signature/Date

E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Section 15: Fiscal Agent for Funds:**

Entity to be fiscal agent: \_\_\_\_\_

Entity Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
Name & Title of Fiscal Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Section 16: Fiscal Agent Authentication:**

As the person authorized to act on behalf of the **fiscal agent**, I certify that the information submitted in this application is accurate. I also certify that if funding is approved, I will ensure that the proposed activities will be carried out and agree to follow accountability and reporting requirements. Signature is for application for funds only and does not constitute an agreement of awarded funding. Grant funds 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 are not fulfilled.

\_\_\_\_\_  
Printed or typed name and title, authorized official

\_\_\_\_\_  
Signature/Date

**Section 17: Training Provider Authentication (if different from Fiscal Agent for Funds):**

As the person authorized to sign on behalf of the **training service provider**, I certify that the information submitted in this application is accurate. I also certify that if funding is approved that I will ensure that the proposed activities as stated will be carried out and agree to follow accountability and reporting requirements. Signature is for application for funds only and does not constitute an agreement of awarded funding. Grant funds 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 are not fulfilled.

\_\_\_\_\_  
Printed or typed name and title, authorized official

\_\_\_\_\_  
Signature/Date

Name & Title of Training Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Section 18: Information to be posted on DCM's CICT webpage:**

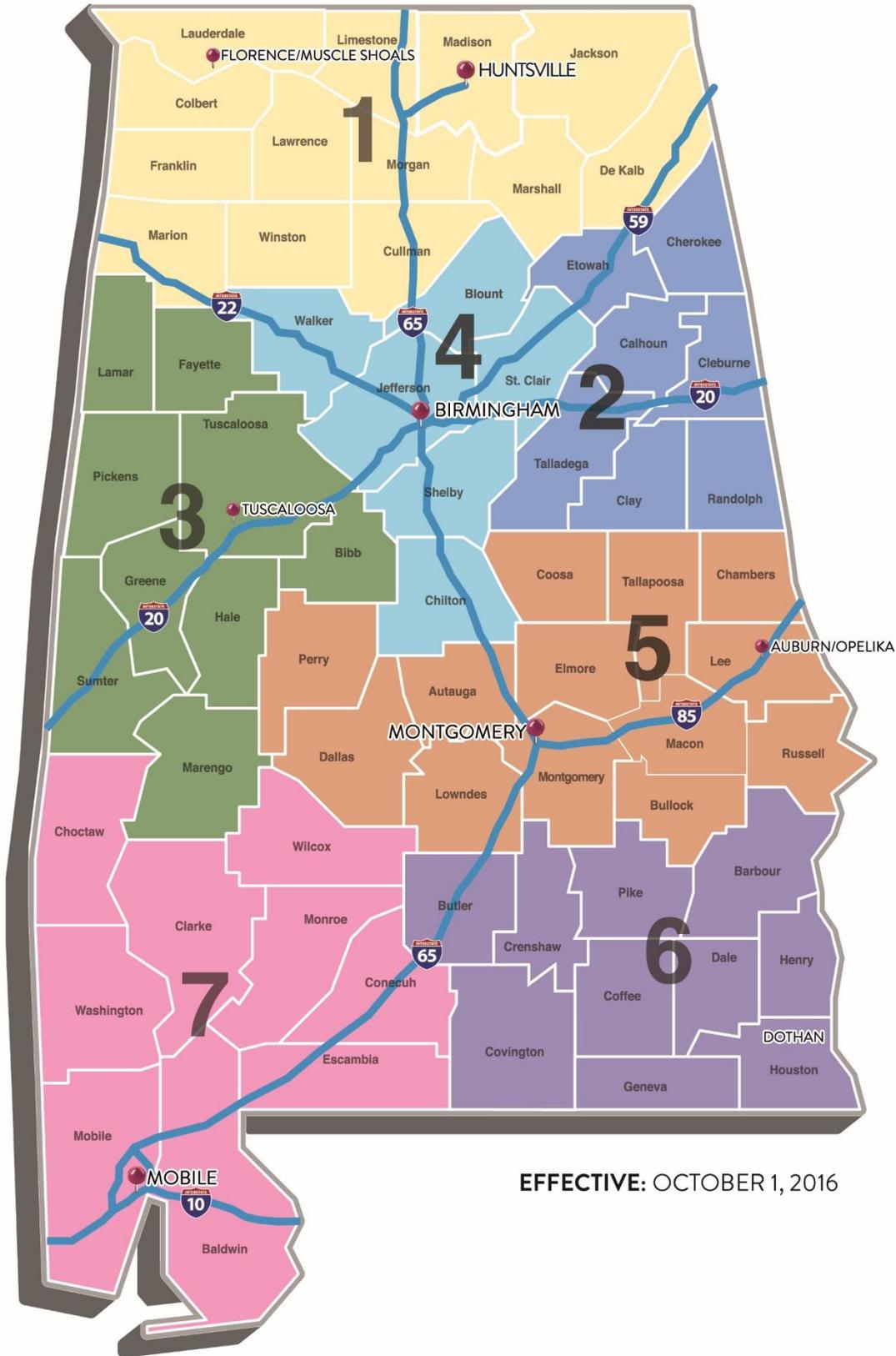
Contact for additional information about specific training program funded by CICT Board. This will be the person someone would contact in the event they have questions or would like to visit the training program to possibly use as an example for a new training program.

Name & Title: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

# REGIONAL WORKFORCE COUNCILS



EFFECTIVE: OCTOBER 1, 2016

## **PLEASE NOTE THE FOLLOWING:**

**Grant applications must be received by the 15<sup>th</sup> of each month at the address provided below prior to 5 PM close of business in order to be considered for the initial grant funding at the next CICT Board Meeting.**

One original form, ten hard copies and one electronic .pdf file on a flash drive must be submitted. Up to twenty-five (excluding resumes) single-sided letter-sized pages per application may be submitted; do not include double-sided pages. Do not include more than one .pdf file per flash drive and do not include electronic files in non-pdf formats.

Mail to:

Construction Industry Craft Training Board-Grant Program  
C/O: Department of Finance, Div. of Construction Management

Physical Address: 770 Washington Avenue, Suite 444  
Montgomery, AL 36104

Mailing Address: P.O. Box 301150  
Montgomery, AL 36130-1150

Contact Executive Director Philip Cleveland with any questions at 205-559-2251 or [pcleveland3@icloud.com](mailto:pcleveland3@icloud.com)

### **Calendar:**

By the 15<sup>th</sup> of each month

Within 30 days of CICT Board Approval

Within 30 days of Receiving Agreement

10-1-20 and 10-1-21

Grant applications due

Issuance of Award Letters, Agreements and Decline Letters

Signed Agreements due

Grant fiscal year begins

Grants Funded for Current 2019-20 Grant Cycle

08/01/20

Invoices due in order to receive payment before end of fiscal year

10/15/20

Deadline to submit invoices for payment

Grants Funded 10-1-20 Forward

12/31/20

1<sup>st</sup> quarter invoices due.

03/31/21

2<sup>nd</sup> quarter invoices due.

06/30/21

3<sup>rd</sup> quarter invoices due.

08/01/21

Invoices due in order to receive payment before end of fiscal year

09/30/21

4<sup>th</sup> quarter invoices due, grant fiscal year ends

10/15/21

Deadline to submit invoices for payment

- Invoices may be submitted as frequently as once a month. At least one Performance & Quarterly Report must be submitted each quarter.
- Invoices submitted after 08/01/20-21 will not be paid before the state's fiscal year end of 09/30/20-21
- Any invoices submitted after 10/15/20-21 will need to go through the Alabama Board of Adjustment and could be denied. It will be the Grantee's responsibility to file with the Board of Adjustment. If an invoice is paid there is no timeline on when it will be paid.