

CONSTRUCTION INDUSTRY TRAINING (CIT) PROGRAM

Revised: September 2018

Background

The construction industry and the Iowa Department of Transportation (DOT) understand the importance of maintaining qualified employees in the construction workforce. Better trained and more qualified workers produce a higher quality product. Experienced workers retire and skilled people to replace them are difficult to find. As a result, training employees working on Iowa DOT let projects is of great importance.

The Construction Industry Training (CIT) Program was developed to help the industry address some of the costs associated with this training and to help ensure that skilled employees will be available to build high quality projects that the travelling public expects.

Funding

Funds are made available from the highway portion of the Iowa DOT's Five-Year Program. The Transportation Commission has approved an annual expenditure of \$500,000, of which up to \$50,000 is federal reimbursement, for the Construction Industry Training Program.

These funds will be available for reimbursement of training costs by all contractors, prime or sub, that performed work on projects let by the Iowa DOT during the previous two (2) fiscal years. The funds will be accessible on a first come, first served basis until the annual fund has been exhausted. Any funds remaining at the end of each fiscal year will be returned to the highway construction program. Funds become available at the beginning of each State fiscal year (July 1).

Contractors may elect to use an annual maximum of \$1,000 to participate in the AGC of Iowa's Career Center internet employment recruiting and application tool.

The Iowa DOT will be responsible for pre-approval of training content, review and approval of reimbursement requests and tracking and reporting the fund balance.

Eligibility

A. General

The following are general guidelines regarding administration of the program and eligibility for reimbursement. The Department reserves the right to make the final determination of eligibility of training content for reimbursement; to ensure the goals of the program are met and for administrative efficiency.

B. Training/Courses

Training must be pre-approved by the Department to be eligible for reimbursement. Course descriptions should be submitted to the Office of Employee Services, Civil Rights Team for approval.

The Department encourages contractors and training providers to submit courses for consideration to Civil.Rights@iowadot.us.

The intent of the program is to increase the skills of the highway contractor's labor and skilled craft employees to enable them to produce a higher quality product for the benefit of the traveling public. Training must be targeted toward the highway construction industry, must relate to Iowa DOT's primary road system. General skills and safety training of the kind that a contractor would want its employees to have irrespective of whether it was working on DOT's primary road system or not will not be eligible for reimbursement.

Instruction should be in a classroom setting so that attendance can be tracked. Training that is incorporated into a larger conference or convention will be considered. However, the registration and fee schedule for the reimbursable training must be separate from the associated conference. Online training will be considered for reimbursement and must be approved prior to enrollment. Contractors and training providers should submit course content for preapproval.

C. Trainee Participants

An employee of a prime or subcontractor that has performed work awarded by the Department within the previous two (2) fiscal years is eligible to participate, subject to the content and funding limitations addressed above.

Employees of other firms that are not prime or subcontractors, may also be eligible. This exception is limited to training necessary to obtain certification required by the Department. For example, material suppliers may be reimbursed by the fund for the costs necessary to obtain an Aggregate Technician Certification.

D. Training Providers

The Department will approve training content based on alignment with the intent of this program. The contractor is responsible for selecting the training provider and obtaining pro-approval of content. The Department encourages contractors to submit information on training providers that are new to the program for consideration to Civil.Rights@iowadot.us.

Training providers must be independent from the contractor receiving the training. A contractor's staff person training employees of that contractor, or of an affiliated contractor is not eligible for reimbursement. Exceptions will be considered for contractor's employees who can demonstrate they have established an independent training business.

E. Eligible Costs

Trainer's Fee: This may include the trainer's expenses for travel, meals and lodging necessary to conduct the training. Invoices submitted for reimbursement must state the cost of training per participant, as well as the total cost.

Training materials: books, manuals, handouts or other materials necessary for the training that are not included in the trainer's fee, if any. If there is a separate charge for training materials, those costs must be itemized on the invoice.

Facility costs: meeting rooms or audio visual equipment needed for the training that are not included in the trainer's fee, if any.

F. Ineligible Costs

Wages, travel, meals and lodging expenses of the participants are not eligible for reimbursement.

G. Minority and Female Participation

A goal of the program is that 10% of the funding will be used toward training of minority and/ or female employees. Contractor participants will enroll employees for training in accordance with their EEO/AA and Training Policies.

Reimbursement

Upon completion of the training, the Department will reimburse one of the following entities for the eligible costs of a pre-approved training session:

1. The Contractor: The contractor must collect all invoices associated with the pre-approved event and submit as a package along with an invoice from the Contractor to the Iowa DOT, requesting reimbursement.
2. A Third Party: With prior approval, the Department will reimburse a third party such as a trade association. The third party must be responsible for coordinating the training, obtaining approval of the content, collecting and reporting the necessary data, and paying the trainer or other service providers.

All requests for reimbursement must be supported by an invoice from the provider. Invoices must contain the following information.

Name of provider, Name of contractor. Name of pre-approved training/class, Description of service(s) provided, Date of service, Trainer's Fee, cost per participant, itemized cost of any training materials not included in the trainer's fee.

In addition, the following must be provided for each training session:

Name of employee, Sex and Race/Ethnicity. Use of a sign-in sheet allowing each employee to designate his/her sex and race/ethnicity is recommended.

Contractors are responsible to verify that training is approved prior to providing training, if reimbursement will be requested. Training that has not received prior approval will not be eligible for reimbursement.

Reporting

Quarterly reports will be sent to the Iowa FHWA Division Office. These reports will show a running total/balance of funds paid, to whom, the name of the training provided and the date of reimbursement for training.