CONSTRUCTION TRAINING PROGRAM (CTP)

Revised: August 2026

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 Training Program (CTP) 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 $1,300,000, of which up to $50,000 is federal reimbursement from 504(e) funds for the Construction Training Program. These funds will be available for reimbursement of training costs by all contractors, prime or sub, that were awarded work on projects let by the Iowa DOT during the previous two (2) 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. All specific trainings must be submitted to the Civil Rights Bureau and pre-approved by Iowa DOT staff prior to the training occurring in order to be eligible for CTP Funds reimbursement. Eligible contractors

should submit a completed CTP Funds Pre-Approval Request Form via e-mail to danny.wagener@iowadot.us or civil.rights@iowadot.us before the training takes place.

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, required safety training (e.g. MSHA, OSHA, or First Aid/CPR), and/or must relate to Iowa DOT's primary road system. General skills 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. Training that focuses on leadership, communication skills, drug or alcohol abuse, sexual harassment, etc. is not eligible for CTP Funds reimbursement.

In light of the ELDT (Entry Level Driver Training) requirements, the CTP will provide up to $5,000 in CTP Funds reimbursement per eligible contractor (for each State Fiscal Year) for ELDT and/or CDL Training. The total amount of CTP reimbursements for ELDT and/or CDL Training will be limited to $75,000 per State Fiscal Year.

Instruction can be in-person in a classroom setting or online. Training that is incorporated into a larger conference or convention will be considered. However, reimbursement will be pro-rated based on conference sessions that are eligible and pre-approved for CTP Funds.

C. Trainee Participants

An employee of a prime or subcontractor that has been awarded work on projects let by the Iowa DOT during the previous two (2) 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 and offered through Iowa DOT's Technical Training Certification Program (TTCP). 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 pre-approval of content.

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 contractors' 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. Food, beverages or refreshments provided with or through the facility are not reimbursable with CTP funds.

F. Ineligible Costs

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

G. Nondiscrimination

Iowa DOT ensures nondiscrimination in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964 and other nondiscrimination statutes. Iowa DOT's Title VI/Nondiscrimination Policy Statement. Contractor participants will enroll employees for training in accordance with their EEO 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 submit a completed CTP Funds Invoice Tracking Form, invoice from the contractor to Iowa DOT, invoices from the trainer (and facility rental if applicable), sign-in in sheets or other documentation of attendees' Gender and Race, and proof of payment to the trainer (and facility rental if applicable).

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. The third party must submit a completed CTP Funds Invoice Tracking Form, invoice from the third party to Iowa DOT, invoices from the trainer (and facility rental if applicable), sign-in in sheets or other documentation of attendees' Gender and Race, and proof of payment to the trainer (and facility rental if applicable).

All requests for reimbursement must be supported by an invoice from the provider. Invoices from both the trainer and the eligible contractor and supporting documentation must contain the aforementioned items and be submitted no later than 45 days after the end of the State Fiscal Year.

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

Name of employee, Gender and Race/Ethnicity; including the number of Caucasian male attendees, number of female attendees, and the number of minority male attendees. 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. Training will not be reimbursed for more than the pre-approved amount unless the additional costs were a result of unforeseen circumstances and are of no fault of the contractor.

Reporting

Reports will be maintained on a quarterly basis. These reports will show a running total/balance of funds paid, to whom the amount was paid, the name of the training provided, the date of reimbursement for training, and the demographics of attendees (including the costs reimbursed for these participants).