University of Alaska Workforce Development
FY23 STEP Pre-Proposal Funding Request

**Note:** 1. Save the form and name the file with your information (e.g., FY23STEPRequest_Campus_Program/ProjectTitle). 2. Complete all relevant fields related to your program/project. 3. Submit your request electronically by February 17, 2022 to your University TVEP point of contact (see [UA FY23 STEP Process](#) for specifics). 4. For additional assistance, contact Teri Cothren, Associate Vice President of UA Workforce Development at 907-786-1171 or [tccothren@alaska.edu](mailto:tccothren@alaska.edu). 5. Review additional STEP information at the [State of Alaska](#).

<table>
<thead>
<tr>
<th><strong>University:</strong></th>
<th>Click or tap here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus:</strong></td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td><strong>Department:</strong></td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td><strong>Program/Project Title:</strong></td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td><strong>Responsible Person/Title:</strong></td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td><strong>STEP Funding Request Total:</strong></td>
<td>Click or tap here to enter amount.</td>
</tr>
</tbody>
</table>

**What category would the training best fit?**
(Note: Degree centered or long-term training is not allowed.)
- [ ] Industry Specific
- [ ] Work Based Learning (OJT/Internships)
- [ ] Pre-Apprenticeship
- [ ] Registered Apprenticeship
- [ ] Company Specific Customized Job-Linked Training
- [ ] Other

**Please identify the primary priority industry this program/project would serve:** Select One Priority Industry

**Is the program/project regional or statewide?**
- [ ] Regional
- [ ] Statewide

**Have you previously applied for a STEP grant?**
- [ ] Yes
- [ ] No

**Will the training serve STEP-eligible?**
(Note: Participants must be Alaska residents and have contributed to unemployment insurance in past five years.)
- [ ] Yes
- [ ] No

**Is there industry support?**
(Note: Letters of support are a grant requirement.)
- [ ] Yes
- [ ] No

**Will there be administrative capacity to meet monthly and final reporting requirements?**
- [ ] Yes
- [ ] No

1. **Provide an overview of the project. This information will be used by the review committee to get a “big picture understanding of the proposed services.** (6084 character limit)

   Click or tap here to enter text.

2. **Does this proposal focus on strategic workforce objectives identified by the Alaska Dept. of Labor and Workforce Development and the Alaska Workforce Investment Board (e.g., Health Care, Resident Hire, or Reducing Recidivism)? If so, please describe below.** (6068 character limit)

   Click or tap here to enter text.

---


---

February 4, 2022 FY23 STEP Request Form 1 | P a g e
FY21 STEP FUNDING PARAMETERS

- The Dept. of Labor and Workforce Development will allow each university to submit a single application, but the combined funding total across the UA System cannot exceed the maximum amount allowed to be requested by the grant program. Historically it has been a maximum of $400,000.
- The cost per participant may not exceed $5,000 and this includes the indirect administrative costs that cannot exceed 12% of the total grant award (e.g., A proposal totaling $100,000 equals a budget request of $88,000 with a 12% indirect of $12,000.).
- STEP may not be used to construct, modify, or otherwise alter existing equipment and facilities, or to finance acquisition of new equipment and facilities. Equipment is not an allowable expense.
- Allowable expenses include personal services, travel, contractual, and supplies.

<table>
<thead>
<tr>
<th>FY22 STEP BUDGET REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: Please round funding amounts to the nearest 100th.</td>
</tr>
<tr>
<td>Budget Request Amount</td>
</tr>
<tr>
<td>Indirect Amount</td>
</tr>
<tr>
<td>Budget Total</td>
</tr>
<tr>
<td>Number of Participants</td>
</tr>
<tr>
<td>Cost Per Participant (Budget Total/Number of Participants)</td>
</tr>
</tbody>
</table>