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***University of Alaska Workforce Development***

***FY24 STEP Pre-Proposal Funding Request***

**Note:** 1. Save the form and name the file with your information (e.g., FY24STEPRequest\_Campus\_Program/ ProjectTitle). 2. Complete all relevant fields related to your program/project. 3. Submit your request electronically by February 10, 2023 to your University STEP point of contact (see [UA FY24 STEP Process](https://www.alaska.edu/research/wd/funding/index.php) for specifics). 4. For additional assistance, contact Teri Cothren, Associate Vice President of UA Workforce Development at 907-786-1171 or [tgcothren@alaska.edu](mailto:tgcothren@alaska.edu). 5. Review additional STEP information at the [State of Alaska](http://labor.alaska.gov/dets/step.htm).

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| **University:** | Click or tap here to enter text. |
| **Campus:** | Click or tap here to enter text. |
| **Department:** | Click or tap here to enter text. |
| **Program/Project Title:** | Click or tap here to enter text. |
| **Responsible Person/Title:** | Click or tap here to enter text. |
| **STEP Funding Request Total:** | Click or tap here to enter amount. |
| **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 industry1 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. | |
| 1. **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. | |

State of Alaska High Priority Industries: Construction, Education, Alternative & Renewable Energy, Maritime & Seafood Processing, Health Care, Hospitality & Tourism, Information Technology, Natural Resource Development (oil, gas, and mining), Transportation.1

**FY24 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.

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| **FY24 STEP BUDGET REQUEST**  **Note: Please round funding amounts to the nearest 100th.** | |
| **Budget Request Amount** | Click or tap here to enter amount. |
| **Indirect Amount** | Click or tap here to enter amount. |
| **Budget Total** | Click or tap here to enter amount. |
| **Number of Participants** | Click or tap here to enter amount. |
| **Cost Per Participant** (Budget Total/Number of Participants) | Click or tap here to enter amount. |