TVEP Application Review Checklist

Purpose

This checklist is intended to help University TVEP Teams conduct a final review before applications are forwarded to the UA Workforce Development Committee. Complete, accurate, and consistent applications not only make the review process more efficient, but also strengthen the Workforce Development Office's ability to track investments, demonstrate outcomes, and tell the story of TVEP's impact in required reports to the State of Alaska.

Please review each application against every item below before submitting it for statewide consideration.

Application Completeness

☐ **Every field is completed.**
*Every section of the application contains either the requested information or **"N/A"** if the field does not apply. Applications with blank fields will be returned for correction.*

☐ **The current year's forms are being used.**
Confirm that the applicant has used the forms provided for the current funding cycle. Prior-year request forms should not be reused with date changes, and prior-year status report information should not simply be copied and pasted into the current application.

☐ **The project name is clear and consistent.**
The project/program name should be reasonably descriptive and, for continuing projects, should remain consistent from year to year. Consistent naming allows UA to accurately track projects, funding, and outcomes over time.

☐ **The file is named correctly.**
Save each request using the following naming convention:
FY28TVEPRequest_Campus_Program/Project

Continuation Funding

☐ **The continuation year is correct.**
Verify the project's funding history and ensure the correct continuation year is identified. For example, a project receiving a First-Time Award last year should be identified as Continuation Year 2 in the following funding cycle.

☐ **Projects entering Continuation Year 4 and beyond reflect the required funding reduction.**
Beginning in Year 4, the maximum award is 93% of the amount originally requested and approved. The maximum allowable award continues to decline by 7% each year thereafter.

☐ **No project exceeds seven years of continuation funding.**
Confirm the project's funding history and ensure the request does not extend beyond the allowable continuation period.

University Funding Distribution

☐ **First-Time and Continuation funding combined does not exceed 70% of the University's total TVEP funding.**
Review the University's complete package of requests - not only individual applications - to ensure compliance with the 70% funding limitation.

☐ **Direct workforce-programming investments have been identified.**
For any application that does not originate from a community campus but directly supports workforce programming on a campus, identify the community campus(es), the amount and percentage of the requested funds that will directly support the identified community campus. The reason for this ties to the committee conversations in March 2026 - WFD needs to be able to accurately report on the percentages of funding that support various regions. At UAF, in particular, applications may benefit a community campus that isn't easily identifiable in the request. This helps us track dollars for our annual report.

Final University Review

Before forwarding the University's applications, confirm:

☐ All applications have been reviewed using this checklist.
☐ Applications are complete and use the current forms.
☐ Project names and continuation years have been verified against prior-year records kept by the System Office.
☐ Continuation funding reductions have been calculated correctly.
☐ No project exceeds the allowable continuation period.
☐ The university''s overall funding distribution complies with TVEP requirements.
☐ Direct workforce-programming investments outside the community campuses that benefit the community campuses have been identified and calculated.
☐ Files follow the required naming convention and are ready for statewide review.