

University of Alaska Workforce Development

TVEP Manual

Background, Procedures, Resource Documents

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Program Background

The Technical Vocational Education Program (TVEP) provides grants to technical and vocational education entities for industry-specific, on-the-job and classroom training. The TVEP fund was established in 2000 by the Alaska Legislature from a portion of the Unemployment Insurance (U/I) receipts taken by the Alaska Department of Labor and Workforce Development's (DOLWD) Employment and Training Services Division and allocated to the University of Alaska, DOLWD's Alaska Vocation Technical Education Center (AVTEC) and other recognized Regional Training Centers (RTC's).

The University of Alaska (UA) system is a comprehensive and productive provider of workforce training in Alaska that has been a major recipient of TVEP as a funding source for expanding workforce development training since the program's inception. UA manages its TVEP funds as a single allocation within the UA system to initiate or enhance workforce development programs. Graduates find employment upon successful completion from both credit and non-credit programs.

Many programs have transitioned to general funds or campus funding sources. A significant amount of funding for workforce development programs comes from base general funds, internal reallocation, initiative and seed funding. TVEP has also served as the funding source when program funding increases have been requested and the legislative appropriations were insufficient to meet the program need.

Procedures

UA Workforce Development Committee Membership

Members of the UA Workforce Development Committee include representatives from each of the universities, UA System Office representatives from the office of Workforce Development and an executive officer from the Alaska Workforce Investment Board (AWIB). Current members include (***please submit TVEP requests and status reports to your university's designated point(s) of contact**):

UA System Office

- **Teri Cothren***, Associate Vice President, Workforce Development

UAA

- Deanne Woodard, Associate Vice Provost, Targeted Programs
- **Susan Kalina***, Vice Provost, Academic Affairs and Institutional Effectiveness

UAF

- **Michele Stalder***, Dean, Community and Technical College (CTC)
- Bryan Uher, Dean, College of Rural & Community Development
(All TVEP requests and status reports for CTC go to Dean Stalder; all TVEP requests and status reports for rural campuses go to the **local campus director***; all other UAF requests and status reports go to **Provost Prakash***)

UAS

- **Priscilla Schulte***, Director, Ketchikan Campus
- Pete Traxler, Executive Dean, Career Education

UA Community Campus Directors Council

- Dan O'Connor, Director, Prince William Sound College

Alaska Workforce Investment Board

- Kyla Pomrenke, Acting Executive Director, State of Alaska Dept. of Labor & Workforce Development

Priorities and Considerations for the Proposal Review Process

UA TVEP funding distributions are administered through UA Workforce Development in the Statewide Office of Academics, Students and Research. Distributions are the result of a process that is inclusive of all campuses, colleges, schools and programs in the UA System. The request for proposals are routed through each university in the system (UAA, UAF, UAS) to their Office of the Provost, where proposals are prioritized and ranked based on the identified funding constraints and distribution priority principles. After the vetting process has occurred at each university, successful proposals are then reviewed by the UA Workforce Development Committee while referencing the following guidelines.

Workforce Development (WFD) Funding Source Constraints

- WFD funding can be used for specific WFD education and training program needs, including industry specific training, on-the-job training and institutional or classroom job-linked training. (ref. AS 23.15.840).
- The intended uses of WFD funding are to:
 - Allow UA the ability to be responsive in meeting occupational training priorities that strengthen the local economies.
 - Address one-time infrastructure and/or equipment needs for workforce development programs.
 - Develop and enhance partnerships with the State's K-12 system and regional industries by creating career pathway materials and programs that lead to high-demand jobs in Alaska.
- For continuation requests entering year two or three, the maximum amount a program would be allowed to receive is the previous year's approved funding level. For continuing programs entering year four, the maximum amount a program is allowed to receive would be 93% of the amount approved in the previous year. This maximum amount will continue to decline by 7% thereafter. Continuation requests are contingent on annual review and approval and can be funded for a maximum of seven years.
- If requesting budget items that could be one-time purchases in year one of a continuation requests (i.e., equipment), additional explanation will be necessary to fund the same budget items in year two and beyond. If equipment was purchased during year one and new equipment is needed that is beyond the scope of the original request, a separate one-time request should be submitted for the new equipment.

WFD Funding Distribution Priority Principles

- Address industry sector workforce development plans endorsed by AWIB. For more information review Alaska's [workforce development plans](#).
- Align with UA priorities. For more information review the [Goals and Measures](#) established by the Board of Regents to help UA focus effort and investment into initiatives that serve the higher education needs of Alaska.
- Meet high demand and/or regional workforce needs, increase innovative work-based learning opportunities (i.e., job shadowing, internships, apprenticeship, etc.) that provide greater relevancy to students' learning and future careers, improve access and flexibility of training delivery,

improve persistence of educational progress, promote collaboration across the UA system to leverage resources and align programs, and/or expand partnerships with industry and communities. For more information, review the [UA Workforce Development Priorities and Guidelines](#) and the [Alaska Career and Technical Education Plan](#).

- Demonstrate ability to garner match funding and/or a plan for maintaining the program after TVEP funding.

TVEP – Career Clusters

The University of Alaska utilizes the [National Career Clusters Framework](#) to group university education and training programs into broad industry sector career areas. Each year, the UA Workforce Development Committee reviews state and industry priorities and updates which of the clusters should be considered by UA TVEP applicants that will support and strengthen Alaska’s local economies. **Refer to each fiscal year’s TVEP forms to see which career clusters are highlighted as priority areas.**

- Agriculture, Food & Natural Resources (Includes Fisheries, Energy, Environmental Science & Green Jobs)
- Architecture & Construction
- Arts, AV Technology & Communications
- Business Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Sciences
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing (Includes Mining and Process Technology)
- Marketing
- Science, Technology, Engineering & Mathematics
- Transportation, Distribution & Logistics (Includes Maritime)

One-time or Short-term Proposals

It is highly encouraged to submit new proposals that are focused on one-time or short-term program needs that ensure an exit strategy from this revenue source.

It is recognized that updating technology to maintain industry-standards for students, places a significant financial burden on programs and campuses. TVEP funding can assist successful programs to maintain the highest quality graduates through investment in current technology to prepare and train students on equipment that provides the most realistic workplace experiences. Likewise, the expansion of programs to meet future need will represent the integration of new technologies applied to emerging industries.

Continuation Proposals

Programs requesting continuation funding must provide compelling justification and data that demonstrates performance, along with a detailed budget plan that includes additional revenue sources and demonstrates goals of sustainability beyond TVEP funding. Close alignment with each university’s budget planning processes are utilized to assist successful programs in transitioning to sustainable funding. Programs should also have active industry advisory councils to assist and guide in this area.

Annual Program Timeline

Below is a general outline of annual TVEP-related activities and timelines. The calendar is updated each year to include specific dates and provided to all UA campus program and administrative services through the UA Workforce Development Committee.

January	Current Fiscal Year (FY) TVEP Status Reports Due
January	Each university utilizes an internal process to reallocate unencumbered funding
February	Upcoming FY TVEP Request Proposals Due
February	Unencumbered funding is reallocated within each university and reported to UA Workforce Development
April	Notification of upcoming FY funding – distributions are contingent on legislative action to pass a state operating budget
June 30	End of FY and TVEP closeout
July	Upon legislative action to pass a state operating budget, FY TVEP funds will be distributed as early as possible
October	UA system performance report due to DOLWD for annual report to the Alaska Legislature

Proposal Review Process

The UA Workforce Development Committee members convene and present their university priorities. Continuation proposals (personnel-related) are presented first, followed by new personnel and one-time-only requests. To encourage one-time requests and maintain funding flexibility, the first-time and continuation funding recommended for each university cannot exceed 80% of their recommended funding total. The review and recommendation process is collaborative; committee members are encouraged to ask questions and discuss proposals to ensure alignment with identified constraints and principles. Once consensus is achieved, the UA Workforce Development Committee's recommendations are provided to the UA President for consideration and approval. With the UA President's approval, notification of TVEP recipients is distributed through a listserv identified by the committee.

Program Evaluation

The UA Workforce Development Committee requires status reports from each program that receives TVEP funding. Status reports provide information about how the program is meeting expected outcomes, collaborations and numbers of students served, whether dual enrollment classes are being provided to high school students, planned sources of future funding and whether or not they expect to fully spend the TVEP program funding. Each university administers an internal process to reallocate unencumbered balances and demonstrates alignment to the identified constraints and principles when reporting the reallocations to UA Workforce Development. The committee members review the process annually and recommend adjustments as needed to be approved by the UA President.

UA Workforce Development collaborates with the UA Office of Data Strategy and Institutional Research and the Department of Labor Research & Analysis to complete an annual *Alaska Technical and Vocational Education Program Report*. The reporting criteria, established by AS23.15.835(e), includes:

- Number of participants trained
- Number of former participants who have jobs one year after leaving the program
- Percentage of former participants who were employed after leaving the program who received training under the program that was related or somewhat related to the former participants' jobs seven to 12 months after leaving the program

- Median wage of former participants seven to 12 months after leaving the program
- A description of each vocational education course funded through the allocation set out in (d) of this section that permits high school students to earn dual credit upon course completion, and the number of high school students who earned dual credit in the past year
- A copy of any articulation agreement established under (g) of this section that either was in effect for the preceding year or is in process for the next year of funding, and the number of high school students who earned dual credit under each articulation agreement
- Performance and financial information needed to verify the performance of the program as specified by the department by regulation

TVEP Fiscal Cycles

TVEP funds are processed through the UA budget and finance systems in accordance with University Board of Regents and Administration approved budget policies and processes. There are three key TVEP cycles: beginning of year roll-out of program funds; mid-year reporting and end-of-year close out of program funds.

Fiscal Year Roll-out

Prior to the beginning of each FY, UA receives notice from the Alaska DOLWD that TVEP funds are available at the level budgeted at the end of the previous fiscal year. Once that confirmation is received, budget officers from Statewide, UAA, UAF and UAS work together to ensure fund and org codes are properly assigned to each program that has been recommended and approved to receive TVEP funding. This allows funds to be tracked through the fiscal information management system and provides the basis for fiscal reporting throughout the year.

Mid-year Reporting

At mid-year, programs send in status reports that also include projections for TVEP fund expenditures through the end of the fiscal year. Based on these projections, each university utilizes an internal process to administer reallocations of any unencumbered TVEP funds if necessary. As a result of any reallocations that may occur, budget and fiscal officers ensure that funds are reallocated as recommended and approved.

End of Fiscal Year Close-out

At the end of the fiscal year, UA Workforce Development works with the UA Controller's Office to ensure TVEP program funds are closed out.

Resources

UA TVEP Manual and Request for Proposal Packet

The UA Workforce Development Committee reviews and updates the TVEP Manual and RFP Packet annually. The following are distributed and posted to the UA Workforce Development's website by early November.

- TVEP Manual
- TVEP RFP Letter and Workforce Development Funding Guidelines
- TVEP Funding Request Form
- TVEP Status Report Form
- TVEP Unencumbered Funding Request Form

Alaska DOLWD TVEP Information

- TVEP Performance for Participants Exiting Programs in State FY 2020 report shows the performance of TVEP under the purview of the Alaska Workforce Investment Board.
- DOLWD Research and Analysis provides information on Alaska industries, occupations, employment, wages, training providers and more.