



# UA STEP Grant Process



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# Topics to Review

- Pre-Proposal Process (slides 3-6)
- Dept. of Labor & Workforce Development Trainings (slide 7)
- Grant Submission Process (slides 8-11)
- Notification Process & Timeline (slide 12)
- Grant Management (slides 13-14)

# Pre-Proposal Process

- Qualifications
- University Points of Contact
- Application & Timeline

# Pre-Proposal Qualifications

- Short-term training that will upgrade skills of Alaska's workforce with the latest national and state certifications and competencies in demand by employers in priority industries
- Targets adult workers who are Alaska residents, may be employed or employable, have worked in a job covered by UI in past five years, and who need training to improve prospects for obtaining or retaining employment
- Cannot exceed \$10,000 per participant (Note: Negotiations may be necessary between proposals to not exceed the UA systemwide allowance; typically, \$400K.)

# University Points of Contact

**Note: When submitting your pre-proposal, please include STEP in the email subject line.**

## UAA

- Email proposal to the Provost's office: [uaa\\_oaa@alaska.edu](mailto:uaa_oaa@alaska.edu)
- Copy: Kathy Craft, Associate Vice Provost for Health Programs

## UAF

- Email proposal to the Provost's office: [uaf-provost@alaska.edu](mailto:uaf-provost@alaska.edu)
- Copy: Bryan Uher, Interim Dean, Community and Technical College and Charlene Stern, Vice Chancellor of Rural and Native Education

## UAS

- Email proposal to the Provost's office: [uas.provost@alaska.edu](mailto:uas.provost@alaska.edu)
- Copy: Cory Ortiz, Dean of Career Education and Bill Urquhart, Director of Ketchikan Campus

# Pre-Proposal Application & Timeline

- Application can be found at:  
<https://www.alaska.edu/research/wd/funding/index.php>
- Complete and submit to your university point of contact by March 6, 2024
- UA Workforce Development Committee will review and select the pre-proposal(s) in partnership with the Provosts to participate in the UA STEP Grant Process

# DOLWD STEP Grant Trainings

The following trainings are recommended:

## **Q&A Teleconferences**

Tuesday, February 20, 2024

Tuesday, February 27, 2024

Tuesday, March 5, 2024

Tuesday, March 12, 2024

Tuesday, March 19, 2024

[STEP Program, RGA, and application process](#)

# Grant Submission Process

- Roles & Responsibilities
- Timeline



# Application/Grant Support Roles & Responsibilities

- UA Workforce Development will provide budget coordination between applicants to not exceed the combined submission total (historically \$400K)
- Grants and Contracts (G&C) Offices at each university will assist in submitting one application per university to not exceed the combined submission total systemwide and provide pre- and post-award support

# Applicant Roles & Responsibilities

- Attend meeting(s) as needed to coordinate grant submission
- Complete G&C's proposal packet
- Meet all identified timelines to apply

# Submission Timeline

- DOLWD targets early spring to distribute the RGA
- Applicants will complete internal process to gather all content to complete the application one week prior to the due date
- The DOLWD deadline for submission of grant applications is Monday, April 1, 2024, by 5:00 p.m.

# Notification Process & Timeline

Shortly after the start of the new fiscal year (July):

- DOLWD will notify the G&C Offices of the award status
- DOLWD completes their internal review of the grant agreement(s) that are signed by G&C Offices to fund the grant(s)
- G&C Offices receive funds and sets up the budgets in Banner

# Grant Management

All grantees will be responsible for the following:

- Completing participant applications to confirm STEP eligibility
- Enter participant data and course information in DOLWD's grant management system (training is provided)
- Provide monthly reports, regardless if training occurs, and a final report
- Complete exit process for all participants

# Grant Management (cont.)

If there is more than one grantee within a university (e.g., two projects are submitted and awarded in the single application), there will need to be coordination between grantees to enter all data for monthly reports and submitting the final report into DOLWD's management system

# Questions?

Contact:

Andrew Aquino, Sr. Project Manager

UA Workforce Development

907.450.8066

[ajaquino@alaska.edu](mailto:ajaquino@alaska.edu)



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