UA FY27 STEP Grant Process

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Topics to Review

- Pre-Proposal Process (slides 3-7)

- Dept. of Labor & Workforce Development Training (slide 8)

- Grant Submission Process (slides 9-12)

- Notification Process & Timeline (slide 13)

- Grant Management (slides 14-15)

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Pre-Proposal Process

- Qualifications

- University Points of Contact

- Application & Timeline

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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

- Negotiations may be necessary between proposals to not exceed the UA systemwide allowance; typically, $400K.

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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_provost@alaska.edu
- Copy: Kathy Craft, Associate Vice Provost for Health Programs

UAF

- Email proposal to the Provost's office: uaf-provost@alaska.edu
- Copy: 1) Bryan Uher, Vice Chancellor Rural, Community and Native
  Education, and
  2) Kevin Alexander, Dean of Community & Technical College

UAS

- Email proposal to the Provost's office: uas.provost@alaska.edu
- Copy: William (Bill) Urquhart, Director of Ketchikan Campus

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Pre-Proposal Application & Timeline

- Application can be found at:

  https://www.alaska.edu/research/wd/funding/index.php

- Complete and submit pre-proposal to your university point of contact by COB **March 19, 2026**

- University contacts submit their pre-proposals to UA Workforce Development office by **noon March 23, 2026**

- 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 by **March 24, 2026**

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The FY27 RGA, Appendices, and TA Guide have been **substantially revised**

Key structural updates include:

- Strengthened alignment requirements across narrative, budget, and performance projections

- Enhanced verification of the 50% Participant Services requirement

- Clarified performance projection modeling expectations

- Placement projections must be supported by documented employer hiring demand

- Employer wage reimbursement (OJT) is not an allowable cost under this cycle

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DOLWD STEP Grant Training

Bidder conference / technical assistance session:

Wednesday, March 18th, 2026

Time: 10:00 AM – 11:30 AM

Access via Microsoft Teams meeting

Join on your computer or mobile app
Click here to join the MS Teams meeting

Attendance is strongly encouraged!

The session to provide an overview of:
- The updated RGA structure
- Required appendices
- Budget and 50% compliance expectations
- Performance projection modeling
- Alignment, architecture, and proportional design

STEP Program, RGA, and application process

Grant Submission Process

- Roles & Responsibilities

- Timeline

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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

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Applicant Roles & Responsibilities

- Attend meeting(s) as needed to coordinate grant submission

- Complete G&C's proposal packet

- Meet all identified timelines to apply

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Submission Timeline

- Once selected, applicants will work with their grants and contracts office to coordinate a single application for each university.

- The DOLWD deadline for submission of grant applications is:

  - **Monday, April 20, 2026, by 11:59 p.m.**

  - **Applications should be submitted by the individual university's grants and contracts office.**

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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

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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

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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

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Questions?

DOL Grants Management Team:

awib.grants@alaska.gov

UA Workforce Development:

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Aimée Richards, Sr. Project Manager – 907-450-8066 amrichards4@alaska.edu

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