

# 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 8-12)
- Notification Process (slide 13)
- Grant Management (slides 14-15)

# 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 \$5,000 per participant (Note: Negotiations may be necessary between proposals to not exceed the Systemwide allowance; typically \$400K.)

# University Points of Contact

## UAA

- Bonnie Nygard, Director, Workforce Development
- Renee Carter-Chapman, Sr. Vice Provost, Institutional Effectiveness

## UAF

- Bryan Uher, Director, Interior Alaska Campus
- Michele Stalder, Dean, Community and Technical College

## UAS

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

# Pre-Proposal Application & Timeline

- Application can be found at <http://www.alaska.edu/research/wp/funding/>
- Complete and submit to your university point of contact by February 8th
- Committee will review and select the pre-proposal(s) to participate in the UA STEP Grant Process on February 11th

# DOLWD STEP Grant Trainings

If selected to apply, the following trainings via teleconference are required (dates TBD):

- RGA and Application Overview – 1 hour
- EGrAMS Application Questions – 1 hour

# Grant Submission Process

- Roles & Responsibilities
- Timeline



# Non-Grantee Roles & Responsibilities

- UA Office of Workforce Programs (OWP) will coordinate submission efforts
- One of UA's Grants and Contracts (G&C) Offices will administer the grant

# Grantee Roles & Responsibilities

- Attend meeting(s) as needed to coordinate grant submission
- Meet all identified timelines to apply, ensure participants are eligible, and provide monthly reports
- Complete G&C's proposal packet (note: if the lead G&C is not with your university, you must also complete your G&C's process)

# Grantee Roles & Responsibilities (cont.)

The program with the largest budget request and/or most STEP Grant experience will add resources in their budget to:

- prepare the multi-budget form for G&C
- be responsible to submit monthly EGrAMS reporting

# Submission Timeline

- DOLWD targets early spring to distribute the RGA
- UA will coordinate internal process to gather all content to complete the application one week prior to the due date (Feb. 22<sup>nd</sup>)
- UA OWP will work with lead G&C Office to submit application in EGrAMS by due date
- DOLWD has set the FY20 due date for March 1st

# Notification Process & Timeline

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

- DOLWD will notify the lead UA G&C Office of the award status with a copy to UA OWP
- UA OWP will notify all applicants of award status
- DOLWD completes their internal review of the grant agreement that is signed by UA G&C to fund the grant
- UA G&C receives 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 ICM (DOLWD ICM training available)
- For each month training occurs, provide monthly reports and final report to identified UA lead reporting agency
- Complete ICM exit process for all participants

# Grant Management (cont.)

The UA lead reporting agency will be responsible for:

- Entering all data from monthly reports and final report into EGrAMS
- Once entered, provide notification to UA G&C to review and finalize submission through EGrAMS

# Questions?



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