



**ALASKA WORKFORCE**  
INVESTMENT BOARD

**STATE TRAINING AND EMPLOYMENT PROGRAM (STEP)  
REQUEST FOR GRANT APPLICATIONS (RGA)  
STEP APPLICATION SUBMISSION REQUIREMENTS CHECKLIST  
PROGRAM YEAR 2027**

## Purpose of this Checklist

This checklist is provided to help applicants verify that all required components of the STEP application have been completed and submitted correctly through EGrAMS.

Use this checklist immediately before submission to confirm that the application is complete, internally consistent, and compliant with the STEP Request for Grant Applications (RGA) requirements.

This checklist is an optional tool for applicants. The STEP RGA and appendices govern in the event of any inconsistency.

## EGrAMS Narrative Sections

All required narrative responses must be entered directly in EGrAMS.

Attachments may supplement narrative responses but may not replace required narrative fields.

Component	Description	Complete
Organizational Capacity	Staffing structure, experience, and grant management capacity	<input type="checkbox"/>
Project Design & Implementation	Training-to-employment pathway and program structure	<input type="checkbox"/>
Employer Engagement	Employer roles, hiring pathways, and industry support	<input type="checkbox"/>
Participant Services & Eligibility	Target population, recruitment strategy, eligibility process, participant supports	<input type="checkbox"/>
Outcomes & Accountability	Program outcomes, performance expectations, and data tracking	<input type="checkbox"/>
Budget & Fiscal Management	Budget structure, fiscal controls, and cost justification	<input type="checkbox"/>
Optional Bonus Section (if responding)	Value-added strategies aligned with RGA guidance	<input type="checkbox"/>

Verification:

- Narrative responses are complete and clearly address each required question.
- Narrative responses are consistent with the proposed training and budget.
- No required narrative field has been left blank.

## Required Attachments (Uploaded in EGrAMS)

Upload the following required attachments in the designated EGrAMS upload fields.

Required Attachment	Description	Complete
Appendix A – Budget Narrative		<input type="checkbox"/>
Appendix A – Participant Services 50% Validation Worksheet	Completed Excel workbook uploaded.	<input type="checkbox"/>
Appendix C – Performance Projection Table	Completed Excel projection table uploaded.	<input type="checkbox"/>
Employer Letters of Support or Demand Documentation	Uploaded if referenced in the application	<input type="checkbox"/>
Key Staff Resumes	Uploaded	<input type="checkbox"/>
Organizational Chart	Uploaded	<input type="checkbox"/>

Important:

Appendix B – Eligible Training & Credential List is a reference document and is not submitted.

Appendix D – Definitions and Key Terms is informational and does not require submission.

### Budget & Participant Services Compliance Check

Applicants must verify compliance with the STEP Participant Services expenditure requirement.

Requirement	Verified
Total STEP funding request identified in the budget	<input type="checkbox"/>
Participant Services costs are clearly identified.	<input type="checkbox"/>
Participant Services $\geq$ 50% of total STEP funds	<input type="checkbox"/>
Participant Services totals calculated in the 50% Validation Worksheet	<input type="checkbox"/>
Administrative and indirect costs are excluded from the 50% calculation.	<input type="checkbox"/>
Budget totals align across EGrAMS and Appendix A	<input type="checkbox"/>
Cost calculations are clearly explained in the Budget Narrative.	<input type="checkbox"/>
Cost per participant aligns with projected enrollment.	<input type="checkbox"/>

Failure to meet the 50% Participant Services requirement may result in the application being deemed non-responsive.

### Training & Credential Alignment Check

Applicants should verify that the proposed training aligns with employer demand and recognized credential pathways.

Verification Item	Verified
Training occupations are supported by employer demand or labor market information.	<input type="checkbox"/>
Proposed credentials are industry-recognized	<input type="checkbox"/>
Training entered in EGrAMS aligns with the training model described in the narrative.	<input type="checkbox"/>
Training aligns with guidance in Appendix B – Eligible Training & Credential List, or includes sufficient justification.	<input type="checkbox"/>

### Performance Alignment Check

Applicants must ensure program projections are consistent with program design and budget scale.

Verification Item	Verified
Appendix C – Performance Projection Table is completed	<input type="checkbox"/>
Projected enrollments align with training capacity.	<input type="checkbox"/>
Projected enrollments align with staffing structure.	<input type="checkbox"/>
Performance projections align with the program budget.	<input type="checkbox"/>
Training activities support projected outcomes.	<input type="checkbox"/>
Enrollment projections align with the scale of the proposed program.	<input type="checkbox"/>

Performance projections inform application evaluation and post-award scope alignment, but do not automatically establish final contractual benchmarks.

## Internal Consistency Check

Applications must present a coherent and internally consistent proposal.

Verification Item	Verified
EGrAMS narrative aligns with Appendix A – Budget Narrative.	<input type="checkbox"/>
Performance projections align with enrollment and budget scale.	<input type="checkbox"/>
Participant numbers are consistent across all documents.	<input type="checkbox"/>
Staffing levels support projected enrollment and outcomes.	<input type="checkbox"/>

## File & Upload Verification

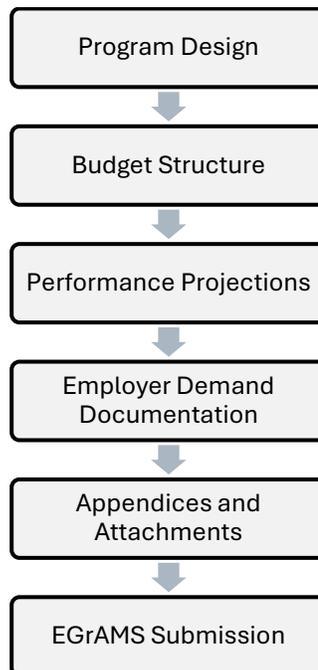
Requirement	Verified
All required attachments have been uploaded to correct the EGrAMS fields.	<input type="checkbox"/>
Files are readable and not password-protected	<input type="checkbox"/>
Correct file formats used (Excel remains Excel)	<input type="checkbox"/>
No blank sections remain in required templates.	<input type="checkbox"/>
Final versions uploaded (no draft documents)	<input type="checkbox"/>

## STEP Application Final Verification Sequence

Before completing the final submission confirmation, applicants should verify that the core components of the application align across the narrative, projections, budget, and supporting documentation.

Reviewers commonly trace applications using the following logic sequence:

## STEP Application Final Verification Sequence



**Strong applications demonstrate alignment across all steps of this verification sequence.**

Applications that demonstrate alignment across these components are easier for reviewers to evaluate and are typically more competitive during scoring.

Applicants are encouraged to complete this verification sequence before submitting the application.

### Final Submission Confirmation

Verification	Complete
All required EGrAMS fields are completed.	<input type="checkbox"/>
All required attachments uploaded.	<input type="checkbox"/>
Figures are consistent across narrative, budget, and projections.	<input type="checkbox"/>
Application submitted before the deadline	<input type="checkbox"/>

EGrAMS confirmation:

- EGrAMS shows "Submission Successful."
- Submission timestamp is before the published deadline.

Late or incomplete applications may be deemed non-responsive under the STEP RGA.

### Common Non-Responsive Triggers (Quick Reminder)

Applications may be deemed non-responsive if:

- Required EGrAMS narrative sections are incomplete
- Appendix A or Appendix C is missing
- Participant Services < 50% of total funds
- Budget inconsistencies exist across documents
- Required attachments are missing
- Application is submitted after the deadline

Non-responsive applications are not scored.

### Application Contact Verification

Applicants should confirm the primary point of contact responsible for the submitted application.

This individual should be available to respond to clarification requests during the review process or, if the project is selected for funding, during post-award scope alignment.

Verification Item	Complete
Primary application contact identified	<input type="checkbox"/>
Contact name	
Title	
Organization	
Email address	
Phone number	

### Optional Internal Review Sign-Off

(Not submitted to AWIB)

Reviewed by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Final Application Verified as Complete:

- Yes
- No