

**STATE OF ALASKA**  
**Department of Labor and Workforce Development**  
**Alaska Workforce and Investment Board**

**Dr. Tamika L. Ledbetter**  
**Commissioner**

---

**State Training and Employment Program**

**Notice of Request for Grant Applications**

State Fiscal Year 2023



**Date of Issue: February 1, 2022**

**Application Deadline:**  
**Grant Applications must be submitted in the Grants Management System**  
**by 5:00 pm March 14, 2022**

## Table of Contents

GENERAL INFORMATION .....	4
Project Timeline.....	4
Eligible Applicants.....	4
Grant Submittal .....	4
Total Funding Available .....	4
STEP Program Contact.....	4
RGA Informational Teleconference.....	5
Americans with Disabilities Act .....	5
SECTION 1 – STEP PROGRAM INFORMATION .....	5
Types of Training Allowed.....	7
Customized Employment Training .....	7
Industry-Specific Training.....	7
On the Job Training (OJT) .....	8
Registered Apprenticeship .....	8
Types of Training Not Allowed .....	8
Recruitment of Participants .....	8
Participant Eligibility Requirements .....	9
Support Services for STEP Participants .....	9
Performance Outcomes.....	9
Funding Limits.....	10
Grant Proposal Review and Evaluation.....	10
SECTION 2 – BUDGET/FISCAL REQUIREMENTS .....	11
Budget .....	11
Grant Recipient Contribution.....	12
Submission of Most Recent Audit.....	12
Invoices .....	12
Sub-grants .....	12
Public Outreach.....	12

Advertising.....	12
SECTION 3 – INSTRUCTIONS AND GUIDELINES FOR SUBMISSION OF PROPOSALS.....	13
Definitions and References.....	13
Application .....	13
Submission.....	13
Application Deadline .....	13
Grant Preparation Expenses.....	13
Application Review .....	14
Evaluation.....	14
Results of Application Review and Evaluation.....	14
Grant Negotiations.....	14
Grant Award .....	14
Appeal Process.....	14
SECTION 4 – ADMINISTRATIVE REQUIREMENTS.....	15
Pre-Award Questionnaire.....	15
Due Diligence .....	15
ACPE Registration.....	15
Insurance Requirements .....	15
Progress Reports.....	15
Financial Reports.....	16
Success Stories .....	16
Participant Data Collection and Reporting.....	16
Equal Opportunity Responsibilities.....	16
Monitoring.....	16

## GENERAL INFORMATION

This Request for Grant Applications (RGA) is in accordance with State Statute AS 23.15.620 and State administrative code 8 AAC 87. The State Training and Employment Program (STEP) is funded by a percentage (0.01) of employee payroll tax contributions for Unemployment Insurance directed to the STEP account. Program funding is appropriated for employment and training services based upon available resources from that account upon the approval by the Alaska State Legislature signing the Alaska Operating Budget into law each fiscal year.

### Project Timeline

July 1, 2022, to June 30, 2023

### Eligible Applicants

Organizations eligible to apply for STEP funding include private sector employers, non-profit organizations, regional training centers, adult education and training providers, employers, sponsors of federally registered apprenticeship programs, and local and state government agencies who meet the qualifying due diligence criteria and assurances required by the grant. Per Alaska statute [AS 11.81.900 \(45\)](#), an organization is defined as a legal entity, including a corporation, company, association, firm, partnership, joint-stock company, foundation, institution, government, society, union, club, church, or any other group of persons organized for any purpose.

### Grant Submittal

This RGA provides important information and guidance to assist you in determining whether to apply and complete the grant application questions. Grant applications must be submitted through the grants management system. A sample application form, definitions, references, and frequently asked questions are available for view along with this RGA. The guidance and documents change somewhat each year. Therefore, all applicants, including previous awardees, are encouraged to review all the documents before applying.

### Total Funding Available

The amount of STEP funds available for competitive grants in Fiscal Year 2023 is approximately \$5 million.

### STEP Program Contact

Questions about this RGA should be directed to Shane Bannarbie, Program Coordinator, (907) 269-4551 or [shane.bannarbie@alaska.gov](mailto:shane.bannarbie@alaska.gov) and Grants Administrator, [rut.ocasio-lopez@alaska.gov](mailto:rut.ocasio-lopez@alaska.gov), (907) 269-3745.

## **RGA Informational Teleconference**

Two Microsoft Teams teleconferences will be held to answer questions about FY 2023 STEP Request for Grant applications (RGA) and the application process. Even if you have applied and received a grant in the past, you are encouraged to attend.

### **Q & A Teleconference 1**

Date: Thursday, February 10, 2022

Time: 10:00 a.m.

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

+1 907-202-7104

Conference ID: 14331158#

### **Q & A Teleconference 2**

Date: Wednesday, March 2, 2022

Time: 10:00 a.m.

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

+1 907-202-7104

Conference ID: 434512141#

## **Americans with Disabilities Act**

Auxiliary aides and services are available upon request to individuals with disabilities. Please contact the Alaska Workforce Investment Board at (907) 269-4562 no later than ten working days before the application deadline to arrange for auxiliary aids or services.

The Alaska Department of Labor and Workforce Development is an Equal Opportunity Employer, and the State Training and Employment Program is an Equal Opportunity program. In addition, all grant recipients or sub-contractors must comply with the Americans with Disabilities Act.

## **SECTION 1 – STEP PROGRAM INFORMATION**

Thank you for your interest in applying for a State Training and Employment Program (STEP) grant with the Alaska Department of Labor and Workforce Development, the Alaska Workforce Investment Board (AWIB). The AWIB provides oversight for Alaska's workforce investment system and guides STEP and other state-driven employment and job training programs.

The purpose of STEP is to enhance the quality and accessibility of in-state training and employment services for Alaska residents to help meet the workforce needs of employers in the state. In addition, the program seeks to increase resident employment in industries where a high number of non-residents are working, reduce future unemployment claims, and foster economic growth in all regions by meeting employer demand for a skilled workforce.

Grant applications are reviewed by the AWIB and are awarded in alignment with the state fiscal year, July 1, 2022 – June 30, 2023. Organizations training STEP-eligible job seekers or workers must plan for training that begins and ends within that fiscal year. Training must result in necessary skill upgrades, industry or nationally recognized credentials that allow the individual to obtain or maintain employment and provide the potential for increased wages. Applicants may request funding for training, tuition, supplies, and specific support services as listed in this RGA for eligible jobs seekers or workers to attend training.

The AWIB works closely with industry employers and workforce professionals to develop strategic plans for industry sectors. The workforce plan aims to increase resident hire and close labor gaps, particularly in occupations where labor market projections and employer input have identified critical labor shortages. In addition, the AWIB is seeking proposals for training projects that benefit employers, job seekers, and employed workers in these industries:

- Construction
- Education
- Hospitality and Tourism
- Maritime & Seafood Processing
- Alternative & Renewable Energy
- Information Technology
- Health Care
- Natural resource development (oil, gas, and mining)
- Transportation

Of particular interest are projects that focus on strategic workforce objectives identified by the department and the AWIB:

- (1) **Health Care:** The health care industry is projected to be the fastest-growing industry in Alaska over the next decade. Health care has grown steadily during the past 20 years and is expected to continue. Therefore, proposals should focus on employment and training for entry- and mid-level occupations where training is available in Alaska, and particularly proposals that provide apprenticeship programs.
- (2) **Resident Hire:** The state continues to focus on training Alaskans for occupations with high percentages of non-residents employed as identified in the [2020 Non-residents Working in Alaska Report](#). For purposes of this RGA, an occupation where 20 percent or more industry workers are non-resident, according to the report, is considered to have a high percentage of non-residents employed.
- (3) **Women and Minorities:** Employment and training opportunities for women and minorities continue to be a focus in Alaska as it is throughout the country. The department encourages the submission of applications that focus on this large segment of our population.
- (4) **Reducing Recidivism:** In support of a valuable and underserved population, the department encourages employment and training for individuals 18 years or older who are transitioning from juvenile justice or adult correctional facilities and returning to society, as well as those who have completed their term and need industry-recognized skills and credentials to be employed.
- (5) **Mining:** The mining industry is resurging in Alaska, and a need for jobs in this area is anticipated. The department encourages the submission of applications that will contribute to this anticipated need.
- (6) **Young Adults (Age 18-24):** Many Alaska workers are aging out of the workforce and retiring, creating additional demand for training in all occupations. Projects that focus on training STEP-eligible young adults to pursue careers that pay industry-based competitive wages and offer opportunities for advancement are encouraged. STEP-eligible young adults must also meet the age criteria for the proposed training.

The department has established six economic regions and seeks projects from all regions to ensure STEP resources are distributed to help meet local workforce needs:

- Anchorage/Mat-Su
- Gulf Coast
- Interior
- Northern
- Southeast
- Southwest



### Types of Training Allowed

Training must be supported with evidence of need; the fact that a training program is available does not demonstrate that the training program will result in a participant obtaining or maintaining employment.

#### Customized Employment Training

- Training designed to meet the specific workforce development needs of a business that will result in individuals acquiring the skills and knowledge necessary to be hired.
- Training for existing employees to upgrade skills to meet new job conditions such as becoming knowledgeable about new technology, equipment, products, or processes.
- Employers must clearly state why there is a need for this specific training. In addition, applicants that apply for company-specific training must state in writing their intentions to hire, retain, or advance persons that successfully complete the training.

#### Industry-Specific Training

- Industry-specific training teaches individuals technical knowledge and hands-on skills to perform the tasks of a specific occupation.

- Training should result in individuals acquiring industry-recognized skills and credentials as required for a specific industry occupation.

### On the Job Training (OJT)

- Training provided by an employer at the workplace where there are paid work experience opportunities and a structured learning process is in place.
- OJT entails a written agreement between the employer and the trainee that outlines the structured learning process, lists the skill competencies to be learned, states the hourly pay rate, and includes the involvement of worksite mentors who teach the required skills and evaluate the worker's progress.
- OJT compensates the employer for the *extra* cost associated with hiring and training an individual who does not yet meet the position's requirements. An OJT agreement may reimburse employers an amount negotiated with the Alaska Workforce Investment Board. Additional information regarding OJT activities is located on the AWIB's [OJT webpage](#)

### Registered Apprenticeship

- All apprenticeship programs must register with the US Department of Labor, Office of Apprenticeship. In addition, grant applicants must submit proof of current Federal Registration.

### Quality Pre-Apprenticeship

- Quality pre-apprenticeship is a formalized program, or a set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship (RA) program. Quality pre-apprenticeship programs have a formal agreement with one or more federally recognized RA programs for either direct recruitment or direct entry into the RA program. If a grant is awarded based on a quality pre-apprenticeship proposal, a copy of that agreement must be provided.
- The department has adopted the USDOL Model for Pre-Apprenticeship programs, and additional information may be found in [Training and Employment Notice 13-12](#).

### Types of Training Not Allowed

STEP grants are not intended to provide tuition for an associate or college degree program. However, STEP training resulting in earning college credit is encouraged (associated credits must be identified in the proposal). Any training provided by an accredited postsecondary school or college must be completed within the timeframe of the grant, and grant funds can cover no portion of training that took place prior to the start of the fiscal year. In addition, all training must result in participants obtaining industry-recognized occupational certificates, credentials, or licenses.

“Soft skills” training for individuals is not appropriate under STEP grants. Soft skills include workforce readiness, communication, enthusiasm and attitude, teamwork, networking, problem-solving and critical thinking, and professionalism.

### Recruitment of Participants

Applicants must clearly describe their outreach, recruitment, and selection process for participants in the grant application. In addition, STEP is an Equal Opportunity (EO) program. Therefore, all grant recipients must

adhere to EO and Civil Rights rules and regulations outlined in the assurances that will accompany any grant award.

### **Participant Eligibility Requirements**

In order to receive STEP-funded training and support services, individuals must complete a STEP application and meet all eligibility requirements including:

- Must have worked in a position covered by Unemployment Insurance (UI) in Alaska or another state within the past five years. Eligibility for UI can be determined through copies of payroll stubs, W-2s, letters from employers attesting that they contribute to the UI fund on behalf of the individual, or by an individual self-attesting they have contributed to UI within the past five years.
- If unemployed, the individual must have applied for or receiving UI benefits or have exhausted the right to UI benefits within the past three years.
- Must be an Alaska resident, defined as a person who has maintained a principal place of abode in the state for at least the previous 30 days, is physically present in the state, and plans to remain indefinitely. Proof of Alaska residency is through an Alaska Driver's License or State ID.

Due to statutory requirements, no exceptions can be made.

### **Support Services for STEP Participants**

STEP can provide support services to enable participants to attend STEP training. Applicants should include all participant support costs needed within their proposal. These costs can consist of, as an example: participant transportation to and from training, ground transportation during training, temporary housing, meals, and required license and certificate fees, if needed. Applicants requesting basic tools, safety gear, and training supplies should request items that will be used for multiple training years. Individuals that need additional services should be referred to an Alaska Job Center for assistance.

### **Performance Outcomes**

Grant recipients must provide **monthly** narrative progress reports and **monthly** financial reimbursement requests and enter data for all participants into the department's case management system. All training must result in the participant attaining industry-recognized credentials, licenses, certifications, or advancement in apprenticeship training.

In addition to the performance outcomes provided by the grant recipient, the department's Research and Analysis Section analyzes performance outcomes for each grant recipient and reports the results to the Alaska Workforce Investment Board, Governor, and the Alaska State Legislature.

The performance measures are:

- total number of participants served;
- number and type of occupational certificates, credentials or licenses participants earned;
- annual earnings of the participant prior to receiving STEP services; and
- annual earnings of the participant seven to twelve months after receiving STEP services.

Collectively, performance outcomes may be used as a factor in the award of subsequent grants.

### **Funding Limits**

Costs must be reasonable and comparable to industry standards for the type of training proposed.

Additionally:

- an organization with the same Federal Employer Identification Number (FEIN) may submit more than one application, but the total amounts requested cannot exceed \$400,000.
- companies with shared ownership or a subsidiary should be limited to the maximum amount of \$400,000
- the cost per participant may not exceed \$5,000, including training-related support services provided by the organization or in combination with another organization receiving STEP funds. Grant applicants may provide additional funding of their own if costs exceed \$5,000, but a STEP grant will not provide funding above the \$5,000 per participant limit. No exceptions will be considered;
- Administration costs (those costs for running the program) should not exceed 10 percent of the amount requested. Please note this is not in addition to what you are requesting.
- STEP funding cannot be leveraged against other department funding requested by partner organizations;
- the use of funds for personnel and sub-contractors must be clearly defined and necessary to meet the goals of the grant;
- STEP funds are for the direct benefit of participants attending training. STEP funding is not intended to replace or supplant existing resources for training; and
- STEP funds may not be used for new business or program startup costs, capacity building, to construct, modify, or otherwise alter existing equipment and facilities or finance acquisition of new equipment and facilities.

The AWIB encourages grantee contributions. Grantee contributions must be applicable to this STEP project and must be allowable expenses under the STEP statutes. If awarded, you must provide documentation of the contributions.

### **Grant Proposal Review and Evaluation**

The AWIB will form a panel to review and rate proposals following the evaluation criteria established for STEP. Additional consideration will be given to projects with a focus on state workforce priorities and grantee contributions.

- The grant applicant has the organizational capacity to perform the tasks and achieve results. Previous STEP grant recipients will be rated, in part, on timely data entry and reporting, alignment of expenditures with the proposed budget, and meeting past project performance outcomes. New grant applicants will be rated on experience with conducting training projects and the capacity to perform as outlined in their proposal.

- The proposed training provides clear justification for training new or existing workers in primary industries and in-demand occupations; will supplement existing training or train additional participants; and addresses the department’s strategic workforce objectives.
- The proposed training activities are clearly defined in the timeline; training will result in industry or nationally recognized credentials; participants will receive the necessary support for training; and an appropriate outreach plan is defined.
- There is documentation or strong justification that participants will obtain or maintain employment because of the training, and the wage rates before and after training are included. Additional consideration will be given to training where participants will receive a wage increase because of the training.
- The budget narratives clearly explain the financial needs for the proposed training, and the estimated costs are reasonable for the project activities, and the cost per participant is within the funding limits. Additional consideration will be given to applications that include grantee contribution.

## SECTION 2 – BUDGET/FISCAL REQUIREMENTS

### Budget

The amounts proposed by the applicant in the budget are intended as a guideline and are subject to revision based upon negotiation or funding availability. The budget should provide a summary of costs by line item.

The budget must be reasonable and practicable; account for the expenditure of all funds during the fiscal year; and will be used by the review committee in providing award recommendations. Unless specifically approved by the department, incentives, promotional items, memorabilia, gifts, and souvenirs are not allowed.

Applicants are strongly encouraged to use the *Budget Item Guidance* (found in the *Definitions and References* document available along with this RGA) while preparing the application.

When completing the application, the following information is necessary:

- **Personal Services:** Summarize the positions covered under personal services, including the roles of the positions, the proportion of the individuals’ total time dedicated to this grant, and the funds allocated for the positions.
- **Travel:** Summarize the need for travel, including when travel is anticipated to occur. Enter participant travel under Participant Support Services.
- **Contractual:** Summarize the contractual expenses (expenses for services received from entities other than the applicant), including how the costs of contractual fees were determined.
- **Supplies:** Summarize the supplies (typically items less than \$5000) that will be purchased in support of program objectives.
- **Equipment:** The purchase of equipment is not allowed under STEP.
- **Participant Support Services:** Summarize the expenses for training and employment assistance services.

- **Administration:** Summarize how the program or participants benefit from the funded administrative services. Indirect cost rates are capped at 10% even if your federally approved indirect rate is higher.

Each category line item estimated amount will be described in the **Budget Narrative** section of the application budget and will be used by the review committee to understand expenses better. However, this does not preclude the need to enter detailed line-item information in the **Notes** section of the budget form.

### **Grant Recipient Contribution**

A grant recipient contribution includes all resources, such as cash, in-kind, and leveraged, used by the applicant to support grant activity and outcomes. Grantee contributions, while not required, are considered during application review. If an applicant chooses to include contributions and has funding from other sources to be used in conjunction with STEP funds for the proposed training, the funding must be entered in the grant application as grantee contribution, with documentation provided to the department upon request.

### **Submission of Most Recent Audit**

As a grantee of STEP funds, applicants that meet the requirements of receiving and expending a cumulative total of \$750,000 or more of state or federal financial assistance funds are required to submit an annual financial and compliance audit performed under Generally Accepted Accounting Principles by an independent auditor per 2 AAC 45.010. A copy of the audit must be provided to the State of Alaska per instructions on the State Single Audit [website](#). The audit should be submitted within 30 days after completing the audit, but no later than six months after the end of the audit period.

### **Invoices**

Since this is a reimbursement grant, the applicant will be expected to incur the cost for all program services and make payments on behalf of the enrolled participant, then report each month's expenses by the 15<sup>th</sup> day of the following month for reimbursement. The monthly reimbursement submission will be through the grants management system.

As the performance period (grant year) runs from July 1 through June 30, the final reimbursement request must be submitted no later than the 15<sup>th</sup> day of July following the grant year. The year-end closeout report will be submitted thereafter.

### **Sub-grants**

If any part of the training proposal is to be sub-granted or passed through to another agency, copies of the proposed sub-grant agreement must be submitted to the Alaska Workforce Investment Board.

### **Public Outreach**

Outreach materials, publications, and activities developed in any medium with award funds or for services paid for with award funds must contain an acknowledgment of the AWIB as the grantor.

### **Advertising**

Advertising media include magazines, newspapers, radio, television, direct mail, exhibits, electronic or computer transmittals, web pages, social media, and the like specific to the project. Allowable advertising costs are those that are solely for:

- the recruitment of personnel, including persons to attend the training or employment-related services, required for the performance of the award;
- the procurement of goods and services for the performance of the award;
- the disposal of scrap or surplus materials acquired in the performance of the award except when non-federal entities are reimbursed for disposal costs at a predetermined amount; or
- other specific purposes necessary to meet the requirements of the project, as approved by the AWIB.

The following are unallowable advertising, marketing, and outreach costs funded by the grant unless specifically approved by the AWIB:

- costs of displays, demonstrations, and exhibits;
- costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events;
- salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings;
- costs of promotional items and memorabilia, including but not limited to models, gifts, and souvenirs;
- costs of advertising and public relations designed solely to promote the organization; and
- all advertising and public relations costs that are not otherwise specified.

## SECTION 3 – INSTRUCTIONS AND GUIDELINES FOR SUBMISSION OF PROPOSALS

### Definitions and References

Applicants are strongly encouraged to read the *Definitions and References* document, available along with this RGA. This document contains information that can assist in the submission of quality proposals.

### Application

Applications are only accepted through the grants management system. Application information shall not be treated as public information any time before the notices of award or denial but is subject to public disclosure after the notices are issued. Upon receipt, all applications and their contents become the property of the Department.

### Submission

A representative authorized to commit to the award on behalf of the organization must electronically sign and submit the application in the grants management system.

### Application Deadline

Only applications received by the deadline of 5:00 pm March 14, 2022, will be considered; the grants management system will not allow applications past the submission deadline. In addition, letters of support not attached electronically at the time of submission will not be accepted.

### Grant Preparation Expenses

Costs incurred by the applicant, including, but not limited to, the cost for the preparation and submission of an application before the full execution of the grant agreement, are the applicant's sole responsibility.

## **Application Review**

The Alaska Workforce Investment Board Grants Unit will perform an initial review of all properly submitted applications and forward all complete, responsive, and eligible applications to the AWIB review committee. The committee will not review applications deemed non-responsive.

## **Evaluation**

The AWIB review committee will evaluate applications and provide the department Commissioner a list of funding recommendations. If necessary, the Grants Unit may request clarification of information from applicants to assist the AWIB in making funding recommendations. After consultation with the AWIB, the Commissioner is solely responsible for making all grant award or denial decisions under this solicitation.

## **Results of Application Review and Evaluation**

Each applicant approved by the Commissioner will be provided a written Notice of Intent to Award. Upon issuance of a Notice of Intent to Award, the application will move to the grant negotiation stage with the Grants Unit. The Commissioner reserves the right to revoke a Notice of Intent to Award if the decision was made based on inaccurate information provided in the application.

Applicants not recommended for funding will receive a written Notice of Denial of Award.

## **Grant Negotiations**

The Grants Unit will negotiate with all applicants pending a grant award as needed to achieve the best outcomes for STEP participants. The AWIB may negotiate the grant award amount, performance and outcomes, and other conditions to ensure an adequate distribution of funds to provide employment and training services in all regions. All grant awards are contingent upon the appropriation of sufficient funds by the Alaska State Legislature. If the STEP fund appropriation is reduced or limited in any way after the effective date of the grant agreement, awards are subject to possible renegotiation or termination.

## **Grant Award**

Grant agreements must be signed within 45 days of receipt from the AWIB, or the award may be rescinded in order to redirect the funds to a responsive grant applicant.

## **Appeal Process**

A grant applicant who receives a Notice of Denial of Award or wants to have their application re-evaluated may file a written request for reconsideration within five business days as outlined in the AWIB policy [Grant Award and Appeal Policy 07-507](#). Appeals should be addressed to: Department of Labor & Workforce Development, Commissioners Office, PO Box 111149, Juneau, AK 99811.

Otherwise acceptable proposals may not be funded due to the grant funds available and the number of acceptable applications. Award denial based on funding availability cannot be appealed.

## SECTION 4 – ADMINISTRATIVE REQUIREMENTS

### Pre-Award Questionnaire

Successful applicants will be required to submit specific information and documents within one week of receiving a Notice of Award.

### Due Diligence

All grant recipients and any sub-contractors or sub-recipients which are not state agencies are required to go through a due diligence process to demonstrate their suitability to receive grant funds. Additional information can be found in the AWIB's [Pre-Award Assessment and Due Diligence Policy 07-527](#).

### ACPE Registration

Training or education programs not in the University of Alaska system must be authorized or formally determined to be exempt by the Alaska Commission on Postsecondary Education (ACPE). This requirement is implemented in accordance with state statute [AS 14.48](#) and applies if:

- the primary participant focus is persons who have completed or terminated their secondary education, or who are beyond the age of compulsory high school attendance; *and*
- the organization can be defined as “an entity offering postsecondary programs, courses, vocational training, or an educational credential including distance education.”

Depending on the nature of the training program, obtaining an ACPE status can take several months. To apply for or check on the status of your training program, or for more information, see [Institutional Authorization](#) on the ACPE website or contact ACPE at [EED.ACPE-IA@alaska.gov](mailto:EED.ACPE-IA@alaska.gov).

### Insurance Requirements

Grant recipients must obtain accident insurance to cover participants while they participate in STEP activities. On-the-job employers must provide proof of worker's compensation or comparable coverage for participants receiving STEP funds. No participant will be permitted to work or receive services or training in building or surroundings or under working conditions that are unsanitary, hazardous, or dangerous to the participant's health or safety. Workers' compensation must cover all participants placed in paid work experiences or internships.

Grant recipients using motor vehicles in conducting program services shall provide automobile insurance. The State of Alaska is held harmless against claims arising from ownership, maintenance, or use of said vehicle.

### Progress Reports

Grant recipients must complete and submit *monthly* progress reports in the AWIB's grants management system. Progress reports must include narrative updates on the project's progress and statistical data related to the grant recipient meeting the goals and objectives of the project scope. Additionally, grant recipients must update AlaskaJobs, the state's case management system, with each participant trained for each month. The number of participants trained each month should be included in the progress report.

## **Financial Reports**

Grant recipients must complete *monthly* reimbursement requests in the AWIB's grants management system. Data entry into the AWIB's participant data collection system and project activities reflected in the progress report will be used to support approval of reimbursement requests. It is critical to the program's success that grant funds are fully expended by the end of the award period. To ensure that budgets are on target, grant recipients are periodically required to demonstrate how their budget will be fully expended by the end of the period of performance. Grant recipients that are not meeting their planned expenditures may have their grant awards reduced.

## **Success Stories**

Success stories and photographs are critical components to the continuation of the program and will be submitted in the monthly progress report.

## **Participant Data Collection and Reporting**

Grant recipients are required to collect information for participants receiving grant-funded services. The information must be collected and entered in the participant data collection system (AKJOBS) per AWIB's policy [Participant Performance Data Collection Policy 07-508.2](#). Data to be collected includes services provided and demographics, as well as personally identifiable information (PII) such as birthdate, address, and social security numbers. Additional file and record retention policies will be listed in the grant agreement. The participant eligibility application must be uploaded to AKJOBS. The department will only use information collected in the participant data collection system to develop impact measurements. All information, including PII, will only be shared with other State of Alaska departments and only as necessary to develop aggregate statistics.

## **Equal Opportunity Responsibilities**

Grant recipients must disseminate and prominently display the Equal Opportunity Is the Law notice in a conspicuous location, providing initial and continuing notice that it does not discriminate on any prohibited basis and ensure all subcontractors or partners adhere to *Equal Opportunity is the Law* notices. In addition, grant recipients are required to provide a copy of the "Program and Equal Opportunity Discrimination Complaint Information" document to each program participant. This document will be provided to the grant recipient by the Grants Unit.

## **Monitoring**

The AWIB has developed a systematic monitoring system for evaluating the quality and effectiveness of program administration. Monitoring is the quality control system whereby the AWIB gathers and analyzes information to determine whether services comply with the grant agreement, detect problems, identify strengths and weaknesses, and propose improvements to the services. Grant recipients are expected to cooperate with any monitoring, inspection, audit, or investigation of activities related to the grant agreement.

Monitors will include, but are not limited to, examination of and photocopying as necessary, books, records, files, documents, property or equipment related to all aspects of STEP-funded activities. The review of grant recipient files and records assesses adherence to the project scope, objectives, goals, training schedules, financial, and equal opportunity compliance. Monitoring may be conducted on-site or at the Grant Unit's office. Grant recipients will receive written notice to inform them of a project monitor and a detailed list of

items to be reviewed. Some grant recipients may only be required to comply with simple requests for information to confirm compliance with grant conditions. Additional monitoring information can be found in [Monitoring and Single Audit Policy 07-523.2](#).