

**Definitions and References for
Department of Labor and Workforce Development, Division of Employment
and Training Services
Grant Applicants and Subrecipients**

This guide is informative in nature and is intended to aid in the application for or fulfillment of grants administered by the Department of Labor and Workforce Development (Department), Division of Employment and Training Services (Division). Generally, the information in this guide provides clarifying information to supplement various sections of a Request for Grant Application (RGA) and would be especially useful to those applying for a Division grant for the first time.

Not all information in this guide is applicable to all grant programs, and inclusion of an expense category in this guide does not imply that the expense is approved for a specific program. Contact the Division Program Coordinator or Grants Administrator for applicability of specific information to a specific program. Each program’s RGA contains all of the basic information necessary to apply for a grant, and, if awarded, the negotiated, signed grant agreement will provide the sole basis for grant performance. In the case of conflicts between information in this guide and that found in an RGA or grant agreement, the information in the RGA or grant agreement supersedes the information in this guide.

Many of the topics referenced in this guide are detailed thoroughly in the Grant Agreement. The actual text of grant agreement clauses can be obtained from the program’s Program Coordinator or Grants Administrator.

Several Division documents are referenced in this document. Please see the Division’s webpages for all policies (<http://labor.alaska.gov/bp/policies.htm>), advisories (<http://labor.alaska.gov/bp/advisories.htm>), and procedures (<http://labor.alaska.gov/bp/procedures.htm>).

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Administrative Costs

See [Administrative Costs](#) under Budget Item Guidance.

Advertising and Public Relations Costs

Advertising costs are the costs of purchasing and producing materials for advertising media and any associated administrative costs. Advertising media include magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer transmittals, web pages, social media, and the like.

Public (or community) relations are those activities dedicated to maintaining the image of the organization, or maintaining or promoting understanding and favorable relations with the public.

Generally, advertising and public relations costs supporting program objectives are allowed except for:

- displays, demonstrations, and exhibits;
- salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings;
- meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events;
- promotional items and memorabilia, including models, gifts, and souvenirs; and
- advertising and public relations intended solely to promote the organization.

For additional information, contact the Grants Administrator.

Alaska Commission on Postsecondary Education (ACPE)

Subrecipients not in the University of Alaska system must have a status with the ACPE *if*: they are providing classes, courses, or programs of training, instruction, or study; *and* their primary focus is on working with persons who have completed or terminated their secondary education, or who are beyond the age of compulsory high school attendance; *and* their organization can be defined as “an entity offering postsecondary programs, courses, vocational training, or an educational credential including distance education.” See [Institutional Authorization](#) on the ACPE website or contact ACPE at EED.ACPE-IA@alaska.gov for more information.

Attachment File Formats

Documents submitted through [EGRAMS](#) can be in Adobe PDF, Microsoft Word, or Microsoft Excel formats; images must be in JPEG or BMP format.

Applicant

Depending on the context, *applicant* can refer to:

- an organization applying for a grant through the Division *or*
- an individual applying for services under a grant that has been awarded by the Division.

An applicant has not been, but may be, awarded a grant or accepted by a Subrecipient to receive services.

Award Decision Appeals

Applicants that receive a Notice of Denial have ten working days from the date of the notice to request reconsideration. Requests for reconsideration must be made in writing and sent to the Program Coordinator identified in the Request for Grant Application.

The appeals process is outlined in [8 AAC 84.090](#) and [8 AAC 87.220](#).

Budget Item Guidance

Not all budget categories identified below are allowed for every grant fund. Consult the RGA or contact the Division’s Grants Administrator to determine which categories are authorized for a specific program and which are not. The Grants Administrator can also provide guidance on how to characterize specific expenses.

Personal Services: Personal Service amounts should be based upon the amount normally paid to an individual and the portion of the time that individual will spend working on the project. For salaried individuals, the calculation should be:

$$(\text{monthly salary}) \times (\text{percent of time on the project}) \times (\text{project duration in months})$$

For hourly wage individuals, the calculation should be:

$$(\text{hourly wage}) \times (\text{hours worked on project each month}) \times (\text{project duration in months})$$

Contact the Grants Administrator for guidance regarding faculty members.

Fringe benefit amounts are usually calculated as a percentage of the amount of salary or wage amount. Ultimately, reimbursements will be based on the actual time spent on grant activity.

Overtime compensation is not allowed unless approved by the Grants Administrator.

Employment assistance services are included as Personal Services.

Travel: Employee travel associated with the project should be included in this section. The calculations for travel should specify the number of persons traveling times the cost of travel. Per diem or food and lodging amounts are usually calculated as a set amount times the number of persons times the number of days. Lodging is usually calculated as an amount per day times the number of persons times the number of days. Incidental travel expenses, such as cab fares, parking, or rental cars should be identified along with the associated cost. Applicants should use their formal per diem rate if it is less than the State's per diem rates; if the applicant does not have a formal per diem rate, the State of Alaska [per diem rates](#) may be used. Applicants should use the mileage reimbursement rate specified in their travel policies if it is less than the State's travel rates; if the applicant does not have a formal mileage reimbursement rate, the [state rate](#) may be used.

Contractual: Contractual costs associated with the project are typically paid-for services received from persons or companies other than the applicant. Contractual costs might include trainers, consultants, facility rental, equipment rental, utilities, communications costs (phone, fax, postage, advertising, etc.), freight, and printing. When the total cost of an item is shared with other sources of funds, only the proportionate share associated with the grant project is allowed.

Supplies: These are supplies that will be required for the training project. Supplies are typically tangible goods that are received from persons or companies other than the applicant. Supplies may include such items as office supplies (paper, pens, binders, ink cartridges, etc.), books and educational or training materials, training videos, equipment valued less than \$5,000 per unit, software valued less than \$5,000 per unit, furniture, and tools required for the training. Unless specifically approved by the Division, incentives, promotional items and memorabilia, gifts, and souvenirs are not allowed.

Equipment: Equipment is any tangible personal property with a per-unit value of \$5,000 or more. Tangible personal property with a per-unit value less than \$5,000 should be included in the Supplies section. Typically, equipment is not allowed for purchase through a grant from the Division. If equipment is required for a project, the Division may require the Grantee to lease the equipment. Any equipment required for a project must be fully described and justified in the Grant Application. If equipment is provided as a Grantee Contribution and has been previously purchased by the applicant, only the fair market value of the operation and maintenance of the equipment used in the project should be included in the budget.

Participant Services: Participant Services are [training and employment assistance service](#) costs paid for, or provided to or on behalf of, participants in connection with training projects. Training is defined as tuition and fees when the training is in an institution not operated by the organization. Support services provided to instructors, staff, or other employees are not included in this category.

Sub-Grants: Grant awards from the Division typically do not include sub-grants. If sub-grants are included in the grant request and are for organizations that will be providing training, the

application should fully explain why the applicant organization is not able to provide the services that the sub-grantee will complete and should fully describe the qualifications of the sub-grantee to perform the services.

Administrative Costs: Administrative costs are executive, organizational, and clerical costs associated with the general management of an organization as a whole (as opposed to an individual project or program) and include *indirect costs*. General services such as accounting, financial, cash management, budget activities, procurement, personnel, payroll, property management, audit, and general legal service functions are administrative in nature, as are coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports, and developing systems and procedures, including information systems, required for these administrative functions. Costs of supplies and equipment used for administrative functions or activities, and the cost of staff that perform or supervise administrative functions or activities, are considered administrative costs.

Applicants that direct-charge their administrative costs should specify those costs in this section. Specify the category under which the administrative item falls (such as Personnel Services, Travel, Contractual, Supplies, Equipment), then specify the item. For example "Contractual - Audit." Note that administration costs may be limited by specific grant programs.

Some RGAs may have administrative cost limits; it is important to review the RGA or contact the Grants Administrator to determine if there are administrative limitations. For additional information, contact the Grants Administrator.

Sale of Constructed or Fabricated Items

Proceeds from the sale of items, including buildings or other tangible property, with a per-unit cost of \$5,000, constructed or fabricated in conjunction with grant-funded activities, is considered program income. Program income must be expended towards the project prior to prior to requesting any funds from the Division. See [Program Income](#) for more information.

The Division retains interest in items sold or disposed of after the close of the grant. See [Policy 07-511](#), *Property Management*, for these items.

Contractual Costs

See [Contractual Costs](#) under Budget Item Guidance.

Costs

Costs must be "necessary and reasonable for the proper and efficient performance and administration" of the grant. A subrecipient is required to exercise sound business practices and to comply with its procedures for charging costs.

Except where prohibited or not allowed, costs may be charged to the project if those costs are clearly identifiable in the budget. Costs that benefit other programs or activities must be allocated or shared.

Costs must not be prohibited by law, regulation, or statute. For example, entertainment and alcoholic beverages are prohibited from being charged to any grant. Costs must be treated uniformly across all grants or program elements and from year to year.

For additional information, contact the Grants Administrator.

Data Collection

All Division programs require data collection and reporting, and many programs require participant information and services to be recorded. Data must be collected in and reported using Division-specified tools. All data must be collected and entered into the appropriate system within 30 days of a service being provided.

Also see the definitions for [ICM](#) and [Personally Identifiable Information](#). For additional information, see [Policy 07.508](#), *Participant/Group Performance Data Collection*.

Due Diligence

Prior to negotiation of a grant award, the applicant must take any necessary actions to ensure they will meet the due diligence standards, including but not limited to the following conditions. Grant applicants must, as applicable or as required by the state of Alaska:

- be in good standing with the State of Alaska;
- have an Alaska business license;
- maintain adequate insurance as described in Certificate of Insurance below;
- have achieved acceptable past grant performance, as determined by the Division;
- not be on the state or federal debarment lists;
- provide the last three financial single audit reports or financial statements if a financial audit has not been required;
- demonstrate compliance with [Alaska Commission on Postsecondary Education \(ACPE\)](#) registration requirements as required; and
- be financially capable of administering a grant using generally accepted accounting principles as evidenced through review of the applicant's audit report or financial statements.

For additional information, see Policy [07-527](#), *Due Diligence*.

Certificate of Insurance

To protect participants, the Division, the Department, and the State of Alaska, appropriate insurance coverage is required. Examples of insurance that may be required include:

- Workers' Compensation as required by [AS 23.30.045](#);
- Comprehensive General Liability; and
- Comprehensive Vehicle Liability.

Note that not all the coverage identified above is required for every subrecipient, and specific subrecipients may require insurance coverage not listed above. If you are not certain about what insurance is required for your proposal, please contact the Grants Administrator.

Equal Opportunity

The State of Alaska, as an employer and service provider, recognizes the need to respect and treat equally all people it hires and serves. We also recognize that the State is in a position to teach by example and offer leadership in sensitivity to diversity. Our concept of diversity is broad, extending beyond those categories of peoples formally recognized and protected by law. Valuing the diversity of a workforce representative of all Alaskans enriches the quality of our service to the people of Alaska. The State of Alaska is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, disability, marital status, changes in marital status, pregnancy, and parenthood.

Specific requirements in support of Equal Opportunity will be contained in the grant agreement (a sample of which can be obtained from the program's program coordinator).

For additional information, the [Equal Opportunity Discrimination Complaint Policy 07-506.1](#), [Discrimination is Against the Law Poster Requirement Guidance](#), and [Discrimination is Against the Law Poster](#).

Equipment Costs

See [Equipment Costs](#) under Budget Item Guidance.

Equipment Purchase or Rental

Equipment purchases are not allowable unless specified in the grant. Equipment purchased by funds must be necessary to support the activity specified in the grant and acquired in accordance with organizational practice. The Division will retain interest in equipment that is \$5,000 or greater

and has a useful life of more than one year. Consult [Policy 07-511](#), Property Management, for any such items or property.

Fair and reasonable rental costs of equipment are allowable. Rental costs of equipment owned by the organization must be based on use allowance or depreciation (but not both).

For additional information, see [Equipment Costs](#) under Budget Item Guidance or contact the Grants Administrator.

Financial Reporting

Quarterly Financial and Income Reports will be required by the 15th day following the end of each calendar quarter. The subrecipient must indicate on the quarterly Financial Report any accrued expenses for the quarter. The Income Reports must reflect any program income or interest earned by the subrecipient.

Subrecipient

An organization that has been awarded a grant through the Division.

Subrecipient Contribution

If a subrecipient contribution is specified in the grant award budget the following conditions will apply. The contribution:

- must be necessary and reasonable for accomplishment of the project objectives;
- except as may be provided for in the RGA, must be an allowable cost, i.e., the costs would be allowable if the grant were to pay for them;
- must be provided specifically to the grant project and may not be stated on other state or federal grants which the subrecipient may have received; and
- must be documented and verifiable in the subrecipient's records.

Read the applicable RGA carefully for any specific subrecipient contribution requirements or restrictions.

For additional information, the *Subrecipient Contributions procedure*, and [Policy 07-520](#), *Allowable Costs*.

ICM

See [Participant Data Collection](#).

Leveraged Funds

Leveraged funds are defined as resources provided by other funding sources that an organization uses to benefit the program activities directly supported by the grant award. Unrestricted general funds or cash contribution are not considered leveraged funds. Leveraged funds are not reported as part of a required match and held to the same standards as the original grant award. Nonetheless it is important to have a method for recording leveraged funds that is reasonable and is related to the outcomes in the original proposal.

Participant

An individual selected or accepted by a subrecipient to receive services under the grant.

Participant Data Collection

The Division's data collection and reporting system is the Individual Case Management (ICM). If data collection is specified in the grant award, individuals submitting participant data must be able to access ICM through the Internet and ensure accurate and timely data collection and reporting. Programs that do not use ICM will have other data collection and reporting requirements.

Data collection and reporting is essential for our programs and, in many cases, is regulated in Alaska statute. If you are unable or unwilling to collect and report the necessary data, including [personally identifiable information](#) as necessary, in a timely manner, please consider other sources of grant funds.

For additional information, see [Policy 07-508](#), *Participant/Group Performance Data Collection*.

Participant Support Services

See [Participant Services](#) under Budget Item Guidance.

Personal Services Costs

See [Personal Services Costs](#) under Budget Item Guidance.

Personally Identifiable Information (PII)

All programs involving participants require the collection of PII. The data collected may include name, social security number, and date of birth, as well as demographic and statistical data. PII is used to obtain long-term outcomes analysis, such as the potential impact of a training program on future wages, and is used in presenting aggregate information.

If you are unable or unwilling to collect and report PII as necessary, please consider other sources of grant funds.

Program Development Costs

Program development costs are expenses for activities that relate to development or upgrading of a program, not including physical items. Program development costs may include contractual services, curriculum development, travel for training or other grant-related purposes, audio or video-conference fees, training fees, online subscriptions to testing or training, professional development, conference fees, extra-duty contracts, etc. Note that no expenses incurred before a grant agreement is fully executed will be considered for reimbursement (see [Reimbursements](#)).

Program Income

Program income is money that is directly generated by a grant-supported activity, or earned only as a result of the grant. All revenues in excess of costs are accounted for as program income. Program income is expended prior to requesting any funds from the Division. Program income not used in accordance with the grant agreement is remitted to the Division at the conclusion of the grant period. The Grants Administrator can provide clarification regarding program income.

Reimbursement Requests

Reimbursement requests are submitted electronically through EGrAMS, the Division's grant management system, unless an alternative method is approved by the Grants Administrator. The Grants Administrator will approve reimbursement requests upon satisfactory performance of the required services. A final reimbursement request is due no later than 30 calendar days following the end of the grant period.

Facilities Rental and Leasing Costs

Compensation for the use of buildings or land may be made through use allowance or depreciation subject to the following limitations:

- The cost of idle facilities is not allowed.
- Rental costs of buildings are allowed to the extent that the rates are under an arms-length lease agreement and are reasonable.
- Usage costs of facilities owned by the organization are based on use allowance or depreciation (but not both).

Additional information regarding facilities rental and leasing costs can be obtained from the Grants Administrator.

Start Up Costs

Costs associated with the start-up of a business are not considered allowable. However, the purchase of equipment, with appropriate prior approval, is an allowable cost.

Sub-Grants, Sub-Recipients, and Sub-Contracts

Sub-grants, sub-recipients, and sub-contracts occur when an organization receives an award and provides a portion of the award to another organization that completes services, including recruitment, eligibility determination, and training, on behalf of the grantee. Sub-grants, sub-recipients, and sub-contracts are required to contain all applicable provisions, terms, conditions, and requirements of the agreement between the Division and the subrecipient.

Also see [Sub-Grants](#) under Budget Item Guidance.

Success Stories

Success stories and photographs are critical components to the continuation of the program and can be submitted at any time. Subrecipients must keep a Photo Consent and Release form on file for each participant included in a photograph. If youth under 18 years old appear in any still or video images, the Photo Consent and Release form must be signed by that individual's guardian.

Supplies Costs

See [Supplies](#) under Budget Item Guidance.

Training and Employment Assistance Services

Unless noted otherwise for a particular program, training and employment assistance services for all Division programs are as defined in [AS 23.15.641\(b\)](#).

Travel Costs

See [Travel Costs](#) under Budget Item Guidance.