

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

Acting Commissioner Cathy Muñoz

**Alaska Workforce Infusion Grants
(AWIG)
State Fiscal Year 2024
Request for Grant Applications**



Date of Issue: April 13, 2023

Application Deadline:
Grant Applications must be submitted in the Grants Management System
by 5:00 pm May 11, 2023

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GENERAL INFORMATION

Project Timeline: July 1, 2023 – June 30, 2024

This Request for Grant Application (RGA) provides important information and guidance to help you determine whether to apply and complete the grant application questions. Grant applications must be submitted through the [grants management system](#).

Program Contacts – For questions about the content of this guidance, contact Xavien Phillips, Program Coordinator, at (907) 269-4562 or xavien.phillips@alaska.gov. For financial questions, contact Jonathan Thompson, Grants Administrator, at (907) 269-4660 or jonathan.thompson@alaska.gov.

Total Funding Available - AWIB has approximately 3 million dollars to award for projects that will increase recruitment, training, and staff retention and help grow Alaska's workforce. This flexible funding is a one-time-only opportunity and will not extend past 6/30/2024. This opportunity is open to all industries. Training participants must be at least 14 years of age and eligible to work in the United States. Proposal amounts are capped at \$500,000 for combined recruitment and training.

Applications - Applications will only be accepted through EGrAMs, our 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 AWIB.

Application Review - The Department of Labor will perform an initial review of all properly submitted applications and forward all complete, responsive, and eligible applications to the Commissioner.

Americans with Disabilities Act - Auxiliary aids and services are available to individuals with disabilities upon request. Please contact the Alaska Workforce Investment Board (AWIB) Grant's Unit at (907) 269-7327 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/Program. All grantees or sub-contractors must comply with the Americans with Disabilities Act.

BACKGROUND

According to the January 2023 edition of Trends magazine, “The nation is grappling with a worker shortage, which will be an ongoing constraint on job growth in 2023. As Alaska's economy continues to recover, the worker shortage will make filling positions, including those created by infrastructure spending, difficult to fill.” At the same time, Alaska is projected to add 5,300 jobs in 2023. As noted in Trends, among the contributing factors to this worker shortage in Alaska are out-migration of younger workers, early retirement, difficulty in finding childcare, and ease in finding new employment.

The legislature allocated funding to the Alaska Workforce Investment Board to increase workforce recruitment, training, and retention. This funding has more flexibility than traditional sources of workforce development funds, such as the ability to use AWIG funds for equipment or the training of individuals who do not meet the economic requirements of STEP funds. We anticipate that these funds will be used to mitigate the effects of the worker shortage and encourage job seekers back into the workforce for training and/or employment.

Who can apply: For-profit businesses, State of Alaska agencies, non-profit organizations, training providers, Registered Apprenticeship sponsors, schools, and educational institutions.

RGA Informational Teleconference

Microsoft Teams teleconferences will be held to answer questions about the RGA Grant Applications and the application process. Even if you have applied for and received a grant in the past, you are encouraged to attend.

Q & A Teleconference 1

Date: Tuesday, April 25, 2023

Time: 10:00 a.m.

Join on your computer or mobile app

[Click here to join the meeting](#)

Join with a video conferencing device

260748889@t.plcm.vc

Video Conference ID: 112 808 403 9

[Alternate VTC instructions](#)

Or call in (audio only)

[+1 907-202-7104,,667828872#](#) United States,

Anchorage

Phone Conference ID: 667 828 872#

Q & A Teleconference 2

Date: Tuesday, May 2, 2023

Time: 10:00 a.m.

Join on your computer or mobile app

[Click here to join the meeting](#)

Join with a video conferencing device

260748889@t.plcm.vc

Video Conference ID: 112 808 403 9

[Alternate VTC instructions](#)

Or call in (audio only)

[+1 907-202-7104,,667828872#](#) United States,

Anchorage

Phone Conference ID: 667 828 872#

Q & A Teleconference 3

Date: Tuesday, May 9, 2023

Time: 10:00 a.m.

Join on your computer or mobile app

[Click here to join the meeting](#)

Join with a video conferencing device

260748889@t.plcm.vc

Video Conference ID: 112 808 403 9

[Alternate VTC instructions](#)

Or call in (audio only)

[+1 907-202-7104,,667828872#](#) United States,

Anchorage

Phone Conference ID: 667 828 872#

PROGRAM OVERVIEW

Scope of Services

Applicants can apply for funding to:

1. Utilize strategies to recruit new hires into the workforce AND/OR
2. Train youth, new hires, incumbent workers, or unemployed individuals regardless of current income level or whether they have held a position that pays into the UI Trust in the past five years.
3. Allowable types of training: Job Readiness/Soft Skills training, Occupational Skills Training, Industry Specific Training, Pre-Apprenticeship, Registered Apprenticeship, On-the-Job Training (OJT), Customized Employment Training, and Skills Upgrade Training (see definitions below)
4. Allowable costs to be charged to grant include but are not limited to:
 - a. Curriculum development
 - b. Hiring training instructors and other costs associated with providing training directly to participants, including providing Related Technical Instruction (RTI) to apprentices
 - c. Support services for participants during training
 - d. Tuition payments to training vendors
 - e. Equipment, tools, and safety gear
 - f. Maintenance and repair of equipment used for training
 - g. Technology/Internet access to assist in completing training
 - h. Rural outreach
 - i. Strategies to encourage individuals from underserved communities to participate in employment and/or training and encourage Diversity, Equity, Inclusion, and Accessibility (DEIA)
 - j. Adaptive equipment or workplace modifications to enable employment of workers who experience a disability
 - k. Advertising job openings and training opportunities
 - l. Professional membership fees for participants entering the workforce or a new field
 - m. Childcare subsidies to mitigate the costs of childcare and encourage workforce participation
 - n. Funding to train youth to get driver's licenses in order to work
 - o. Stipend for further education for youth completing training as an incentive to complete training
 - p. Training stipend for part-time employees who are attending college or other training to encourage working part-time while studying

Funding Amounts

Proposal amounts are capped at \$500,000 for combined recruitment and training per organization. An organization is considered an entity with the same Federal Employer Identification Number (FEIN).

Performance Outcomes

The goal of these funds is to increase the number of Alaskans participating in the workforce. Your Project Narrative should include how many participants will be served with these funds, as well as other expected outcomes. For example:

Acme Industries, Inc. will utilize grant funding to train CDL drivers in Alaska. Grant funds will be used to pay for advertising, a CDL instructor, and support services necessary to support participants to be successful while in training. We anticipate training and hiring 15 individuals.

Starting pay will be \$22.00 per hour during training, increasing to \$30.00 per hour after successfully obtaining a CDL.

We reserve the right to contact applicants for further information or clarification of their grant proposals.

PROJECT OVERVIEW

Budget Guidance

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. Information entered in the application budget will provide a "big picture" understanding of expenses; it does not preclude the need to enter detailed line-item information in the *Notes* section of the budget form. If more detailed instructions are required, contact the Grants Administrator.

The budget must be reasonable and practicable; account for the expenditure of all funds during the performance period.

Personal Services: Summarize the positions that will be covered, including the roles of the positions, the proportion of the individuals' total time that will be dedicated to this grant, and the funds allocated for the positions.

Travel: Summarize the program-specific need for travel, including when travel is anticipated to occur. Travel expenses include airfare, rental car, taxi, mileage expenses, lodging, per diem, etc. **Enter participant travel under Participant Support.**

Contractual: Summarize the contractual expenses (expenses for services received from entities other than the applicant), including how the costs of contractual fees were determined. Contractual expenses can include costs for hiring part-time instructors to teach classes, advertising, etc.

Supplies: Summarize the supplies (typically items less than \$5000, such as books, educational tools, videos, power tools, materials for building projects, etc.) that will be purchased to support program objectives.

Equipment: Summarize the equipment (typically items more than \$5000) that will be purchased to support program objectives.

Participant Support: Summarize the expenses for training and employment assistance services. **Include participant travel expenses here.**

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.

Cost Reimbursement Grant: Grants awarded are cost reimbursement grants. Costs incurred by the applicant, including, but not limited to, the cost of preparing and submitting an application before the full execution of the grant agreement, are the sole responsibility of the applicant.

Budget Costs: A detailed budget that reflects the anticipated costs of the project must be provided. The budget must be reasonable, practicable, and account for the expenditure of all funds before the end of the fiscal year.

Grant Negotiations: The AWIB staff will negotiate the grant award amount, performance, reporting levels, and any conditions to a grant award that it determines are prudent and in the best interest of the state. All grants awarded under this solicitation are contingent upon the appropriation of sufficient funds by the Alaska legislature. In the event that funding is withdrawn, reduced, or limited in any way after the effective date of the grant agreement, grants awarded are subject to reduction, re-negotiation, or termination, subject to the new funding limitations or conditions imposed by the legislature.

Grant Award: Grant agreements must be signed within 45 days of receipt from the Department.

Due Diligence: All grantees and sub-contractors, which are not state agencies, receiving over \$25,000 are required to go through a multi-step Pre-Award risk assessment and due diligence process to demonstrate their suitability to receive grant funds. For more information, see [*Pre-Award Risk Assessment and Due Diligence Policy 07-527.2*](#).

TERMS AND RESPONSIBILITY

Program Reports: Grantees must complete and submit monthly program reports through the Grants Management System. Program reports must include narrative updates on the project's progress and statistical data related to the subrecipient meeting AWIG performance objectives.

Financial Reimbursements: Reimbursement requests will be submitted through the Grants Management System. Reimbursement requests and grant contributions must be supported with clear and concise financial documentation from the organization's general accounting system.

Grantees may request up to one budget amendment each calendar quarter. Requests for an amendment in the last quarter must be requested 45 days before the end of the award period. For further information, refer to the DETS and AWIB amendment policy, [*07-526.1 Grant Amendments*](#).

It is critical to the program's success to expend all grant funds by the end of the award period. To ensure that budgets are on target, grantees are periodically required to demonstrate how their budget will be fully expended by the end of the performance period. Grantees must report to the AWIB the potential for any lapsed (unexpended) funds upon request.

Success Stories: Success stories and photographs are appreciated and can be submitted at any time. A Photo Consent and Release form must be submitted along with the success story for each member included in a photograph.

Participant Data Collection and Reporting: Grantees are required to collect information for participants receiving services and enter that information into AlaskaJobs.

Data to be collected includes but is not limited to, personally identifiable information (PII), including name, birth date, and address; social security numbers for participants age 18 or older or receiving wages associated with activities conducted under this grant; services provided; and demographics. Participant applications must be kept for each participant. All participants, including those under the age of 18, are required to provide PII for the case management system. Participants under the age of 18 must have parental consent.

AWIB will only use participant information to develop impact measurements and aggregate statistics. All information, including PII, will only be shared with other State of Alaska departments and only as necessary to develop aggregate statistics.

All grantees or sub-contractors must keep social security numbers, identifying information, and personal information confidential in accordance with state and federal law. Failure to maintain the confidentiality of such information may subject a subrecipient to civil or criminal liability and may be grounds for termination of a grant agreement.

Equal Opportunity Responsibilities: Grantees must disseminate and prominently display the *Equal Opportunity Is the Law* notice, providing initial and continuing notice that it does not discriminate on any prohibited basis. Grantees will also maintain a signed copy of the *Equal Opportunity is the Law* certification form from each subcontractor or partner and from each organization that receives services under this grant. All organizations that provide training or services for participants must maintain a signed copy of the *Equal Opportunity is the Law* certification form from each applicant.

Grantees are subject to monitoring. This will include but is not limited to a review of subrecipient files and records to ensure adherence to the project scope, objectives, goals, training schedules, financial requirements, and equal opportunity compliance. Monitoring may be conducted on-site, through written requests for information, or by distance delivery. Additional information is available in the DETS and AWIB policy, [Monitoring and Single Audit Policy 07-523.2.](#)

Supply and Equipment Expenditures: Supplies and equipment purchased with grant funds must be used to support the grant during the grant performance period. Expenditures for supplies and equipment must be made before the end of the third quarter. If the equipment has a useful life past the end of the grant period, the organization must detail in their Program Narrative for how it will be used in the future.

Individuals Working with Minors: All grant recipients must establish, implement, and train employees on a policy that is state-compliant that prevents individuals convicted of a crime or an attempt, solicitation, or conspiracy to commit a crime involving a minor from having contact with minors who are part of the grant project.

Public Outreach: When issuing statements, media or press releases, requests for proposals, bid solicitations, brochures, publications, and other documents describing a project or programs funded in whole or in part with federal or state funds, all awardees shall clearly state the following: "This project is AWIG funded at \$X(N%) and funded with other funds at \$X(N%)."

Definitions

1. 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.
2. 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.
3. Job Readiness/Soft Skills Training: Training to develop the skills and behaviors necessary for any job.
4. Occupational Skills Training: An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Occupational skills training includes training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area. Such training must:
 - (1) Be outcome-oriented and focused on an occupational goal specified in the individual service strategy;
 - (2) Be of sufficient duration to impart the skills needed to meet the occupational goal; and
 - (3) Result in the attainment of a recognized postsecondary credential.
5. On-the-Job-Training: 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.
6. 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.
7. Registered Apprenticeship: A program that combines on-the-job learning and related technical instruction and is registered with the US Department of Labor Office of Apprenticeship.
8. Skills Upgrade: Training for existing employees to upgrade skills to meet new job conditions, such as

becoming knowledgeable about new technology, equipment, products, or processes.