

University of Alaska Workforce Development

# TVEP Manual

Background, Procedures, Resource Documents

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## Program Background

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The Technical Vocational Education Program (TVEP) provides grants to technical and vocational education entities for industry-specific, on-the-job and classroom training. The TVEP fund was established in 2000 by the Alaska Legislature from a portion of the Unemployment Insurance (U/I) receipts taken by the Alaska Department of Labor and Workforce Development's (DOLWD) Employment and Training Services Division and allocated to the University of Alaska, DOLWD's Alaska Vocation Technical Education Center (AVTEC), and other recognized Regional Training Centers (RTC's).

The University of Alaska (UA) system is a comprehensive and productive provider of workforce training in Alaska that has been a major recipient of TVEP as a funding source for expanding workforce development training since the program's inception. UA manages its TVEP funds as a single allocation within the UA system to initiate or enhance workforce development programs. Graduates find employment upon successful completion from both credit and non-credit programs.

Many programs have transitioned to general funds or campus funding sources. A significant amount of funding for workforce development programs comes from base general funds, internal reallocation, initiative and seed funding. TVEP has also served as the funding source when program funding increases have been requested and the legislative appropriations were insufficient to meet the program need.

## Procedures

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### UA Workforce Development Committee Membership

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Members of the UA Workforce Development Committee include representatives from each of the universities, UA System Office representatives from the office of Workforce Development and an executive officer from the Alaska Workforce Investment Board (AWIB). Current members include (**\*please submit TVEP requests and status reports to your university's designated point(s) of contact**):

#### UA System Office

- **Teri Cothren\***, Associate Vice President, Workforce Development

#### UAA

- **Kathy Craft\***, Associate Vice Provost, Health Programs
- Ray Weber, Dean, Community and Technical College

#### UAF

- Bryan Uher, Associate Vice Chancellor, Rural, Workforce Education
- Charlene Stern, Vice Chancellor, College of Indigenous Studies  
(All TVEP requests and status reports, including those from CTC and rural campuses are submitted through **Provost Prakash\***)

#### UAS

- **Bill Urquhart\***, Director, Ketchikan Campus
- Cory Ortiz, Executive Dean, Career Education

#### UA Community Campus Directors Council

- Jacelyn Keys, Director, Kodiak College

#### Alaska Workforce Investment Board

- Dirk Craft, Executive Director, State of Alaska Dept. of Labor & Workforce Development

## Priorities and Considerations for the Proposal Review Process

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UA TVEP funding distributions are administered through UA Workforce Development in the System Office of Academics, Students and Research. Distributions are the result of a process that is inclusive of all campuses, colleges, schools and programs in the UA System. The request for proposals is routed through each university in the system (UAA, UAF, UAS) to their Office of the Provost, where proposals are prioritized and ranked based on the identified funding constraints and distribution priority principles. After the vetting process has occurred at each university, successful proposals are then reviewed by the UA Workforce Development Committee while referencing the following guidelines.

### Workforce Development (WFD) Funding Source Constraints

- WFD funding can be used for specific WFD education and training program needs, including industry specific training, on-the-job training and institutional or classroom job-linked training. (ref. AS 23.15.840).
- The intended uses of WFD funding are to:
  - Allow UA the ability to be responsive in meeting occupational training priorities that strengthen the local economies.
  - Address one-time infrastructure and/or equipment needs for workforce development programs.
  - Develop and enhance partnerships with the State's K-12 system and regional industries by creating career pathway materials and programs that lead to high-demand jobs in Alaska.
- For continuation requests entering year two or three, the maximum amount a program would be allowed to receive is the amount originally requested and approved. For continuation requests entering year four, the maximum amount a program is allowed to receive would be 93% of the amount originally requested and approved. This maximum amount will continue to decline by 7% thereafter. Continuation requests are contingent on annual review and approval. If requesting continuation funding beyond five years, for a maximum of seven, clear justification is required for consideration.
- If requesting budget items that could be one-time purchases in year one of a continuation requests (i.e., equipment), additional explanation will be necessary to fund the same budget items in year two and beyond. If equipment was purchased during year one and new equipment is needed that is beyond the scope of the original request, a separate one-time request should be submitted for the new equipment.

### WFD Funding Distribution Priority Principles

- Address industry sector workforce development plans endorsed by AWIB. For more information review Alaska's [workforce development plans](#).
- Align with UA priorities. For more information review the [Goals and Measures](#) established by the Board of Regents to help UA focus effort and investment into initiatives that serve the higher education needs of Alaska.
- Meet high demand and/or regional workforce needs, increase innovative work-based learning opportunities (i.e., job shadowing, internships, apprenticeship, etc.) that provide greater relevancy to students' learning and future careers, improve access and flexibility of training delivery, improve persistence of educational progress, promote collaboration across the UA system to leverage resources and align programs, and/or expand partnerships with industry and communities. For more information, review the [UA Workforce Development Priorities and Guidelines](#) and the [Alaska Career and Technical Education Plan](#).
- Demonstrate ability to garner match funding and/or a plan for maintaining the program after TVEP funding.

## TVEP – Career Clusters

The University of Alaska utilizes the [National Career Clusters Framework](#) to group university education and training programs into broad industry sector career areas. Each year, the UA Workforce Development Committee reviews state and industry priorities and updates which of the clusters are eligible for TVEP funding to support and strengthen Alaska’s local economies. **The following career clusters are priority areas:**

- Agriculture, Food & Natural Resources (Includes Fisheries, Energy, Environmental Science & Green Jobs)
- Architecture & Construction
- Education & Training
- Health Sciences
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing (Includes Mining and Process Technology)
- Science, Technology, Engineering & Mathematics
- Transportation, Distribution & Logistics (Includes Maritime)

## One-time or Short-term Proposals

It is highly encouraged to submit new proposals that are focused on one-time or short-term program needs that ensure an exit strategy from this revenue source.

It is recognized that updating technology to maintain industry-standards for students, places a significant financial burden on programs and campuses. TVEP funding can assist successful programs to maintain the highest quality graduates through investment in current technology to prepare and train students on equipment that provides the most realistic workplace experiences. Likewise, the expansion of programs to meet future needs will represent the integration of new technologies applied to emerging industries.

## Continuation Proposals

Programs requesting continuation funding must provide compelling justification and data that demonstrates performance, along with a detailed budget plan that includes additional revenue sources and demonstrates goals of sustainability beyond TVEP funding. If TVEP funding is requested beyond year five, up to a maximum of seven years, clear justification will be needed for approval. Programs should also have active industry advisory councils to assist and guide in this area. Close alignment with each university’s budget planning processes are utilized to assist successful programs in transitioning to sustainable funding.

## Annual Program Timeline

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Below is a general outline of annual TVEP-related activities and timelines. Specific dates are communicated by each university's provost office.

January	Each university utilizes an internal process to determine recommendations to reallocate the current fiscal year's (FY) unencumbered funding
First Friday in February	Current FY TVEP Status Reports and recommendations for unencumbered reallocations due to UA Workforce Development
Last Friday in February	Upcoming FY TVEP Funding Request Proposals due to UA Workforce Development
February	System Office notification of unencumbered funding approvals to university provosts to communicate and reallocate internally
March	UA Workforce Development Committee meeting to review requests and make funding recommendations to UA President
April	Notification of approval for next fiscal year to assist with planning – distributions will be contingent on the legislative reauthorization of TVEP, the Governor's signature approving reauthorization, and legislative action to pass a state operating budget
June 30	End of FY and TVEP closeout
July	Upon legislative action to pass a state operating budget, the TVEP funds will be distributed as early as possible
August	UA system performance report due to DOLWD for annual report to the Alaska Legislature

## Proposal Review Process

The UA Workforce Development Committee members convene and present their university's proposals by career cluster. To encourage one-time requests and maintain funding flexibility, the first-time and continuation funding recommended for each university cannot exceed 70% of their recommended funding total. The review and recommendation process is collaborative; committee members are encouraged to ask questions and discuss proposals to ensure alignment with identified constraints and principles. Once consensus is achieved, the UA Workforce Development Committee's recommendations are provided to the UA President for consideration and approval. With the UA President's approval, notification of TVEP recipients is distributed through a listserv identified by the committee.

## Program Evaluation

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The UA Workforce Development Committee requires status reports from each program that receives TVEP funding. Status reports provide information about how the program is meeting expected outcomes, collaborations and numbers of students served, whether dual enrollment classes are being provided to high school students, planned sources of future funding and whether or not they expect to fully spend the TVEP program funding. Each university administers an internal process to recommend unencumbered reallocations to the UA President for approval. When submitting unencumbered recommendations, each university is responsible for demonstrating alignment with the TVEP RFP's identified constraints and principles, where the unencumbered balances are coming from, and where they are being redistributed to. Once finalized and approved, the TVEP reallocations will be communicated to university leadership and budget offices to be implemented. The committee members review the process annually and recommend adjustments as needed to be approved by the UA President.

As best practice and to strengthen program oversight and management, an audit will be administered periodically. The findings are summarized in a report for internal review and consideration of any changes to improve the management of TVEP. The following audit objectives will be reviewed:

- That funds were invested as intended;
- Accurate budget setup and adequate management of budget;
- That there is sufficient documentation of expenditures, and;
- Outcomes are aligned with what is provided in the Status Reports.

UA Workforce Development collaborates with the UA Office of Data Strategy and Institutional Research and the Department of Labor Research & Analysis to complete an annual *Alaska Technical and Vocational Education Program Report*. The reporting criteria, established by AS23.15.835(e), includes:

- Number of participants trained
- Number of former participants who have jobs one year after leaving the program
- Percentage of former participants who were employed after leaving the program who received training under the program that was related or somewhat related to the former participants' jobs seven to 12 months after leaving the program
- Median wage of former participants seven to 12 months after leaving the program
- A description of each vocational education course funded through the allocation set out in (d) of this section that permits high school students to earn dual credit upon course completion, and the number of high school students who earned dual credit in the past year
- A copy of any articulation agreement established under (g) of this section that either was in effect for the preceding year or is in process for the next year of funding, and the number of high school students who earned dual credit under each articulation agreement
- Performance and financial information needed to verify the performance of the program as specified by the department by regulation

## TVEP Fiscal Cycles

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TVEP funds are processed through the UA budget and finance systems in accordance with University Board of Regents and Administration approved budget policies and processes. There are three key TVEP cycles: beginning of year roll-out of program funds; mid-year reporting and end-of-year close out of program funds.

### ***Fiscal Year Roll-out***

Prior to the beginning of each FY, UA receives notice from the Alaska DOLWD that TVEP funds are available at the level budgeted at the end of the previous fiscal year. Once that confirmation is received, budget officers from the System Office, UAA, UAF, and UAS work together to ensure fund and org codes are properly assigned to each program that has been recommended and approved to receive TVEP funding. This allows funds to be tracked through the fiscal information management system and provides the basis for fiscal reporting throughout the year.

### ***Mid-year Reporting***

At mid-year, programs submit status reports that also include projections for TVEP fund expenditures through the end of the fiscal year. Each university administers an internal process to recommend unencumbered reallocations to the UA President for approval.

### ***End of Fiscal Year Close-out***

At the end of the fiscal year, UA Workforce Development works with the UA Controller's Office to ensure TVEP program funds are closed out.

## Resources

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### UA TVEP Manual and Request for Proposal Packet

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The UA Workforce Development Committee reviews and updates the [TVEP Manual and RFP Packet](#) annually. The following are distributed and posted to the UA Workforce Development's website as early as possible each fall.

- [TVEP Manual](#)
- [TVEP RFP Letter and Workforce Development Funding Guidelines](#)
- [TVEP Funding Request Form](#)
- [TVEP Status Report Form](#)
- [TVEP Unencumbered Funding Request Form](#)

### Alaska DOLWD TVEP Information

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- [TVEP Performance for Participants Exiting Programs in State FY23 report](#) shows the performance of TVEP under the purview of the [Alaska Workforce Investment Board](#).
- DOLWD Research and Analysis provides information on [Alaska industries, occupations, employment, wages, training providers, and more](#).