Manual for Applicants – Short Term Intensive Training (STIT) Funds

Intro

The Mission of Short Term Intensive Training (STIT) is to provide occupationally specific intensive training for current employees or individuals seeking employment by effectively and economically matching their training needs with those of industry, utilizing the resources in each region of the state. The mission is characterized by the following parameters:

1. Training programs are to be conducted within Utah’s existing higher education system using available facilities and equipment.
2. Training programs are initiated and terminated based on specific job market demands and economic development strategies, with an ongoing review of priorities for programming.
3. Training programs are short-term intensive (one year or less), and designed to meet the specific training needs of identified employers and match those needs with persons seeking employment.
4. Literacy and other basic educational support skills training will be provided as an applied curriculum that relates to job preparation requirements.

Goals for Upcoming Year

Goals for the year 2010-2011 include targeting short-term employment training that meet regional high demand needs as identified by the Department of Workforce Services, Mountainland Region. Projects that support or meet the identified needs will be given top priority.

Programs will be offered in locations in the service district area which will best serve the training needs of the employers and the population of adults needing STIT.

STIT Funding dates

1. Online submission process opens on or before third Wednesday in September of each calendar year.
2. Complete online application by fourth Wednesday in February of each calendar year.
3. Submit to approval queue through http://uvu.edu/cte/STIT
4. CTE Director review/response 14 business days from submission date
5. Award Notification
6. Award Contract with authorization to use assigned Banner index number
7. Second round allocation proposal submission begins second Wednesday in March
8. Second round projects to complete second Wednesday May
STIT Guidelines for Compliance

1. Tuition fees shall be charged at a rate sufficient to cover the difference between the direct instructional costs and the STIT subsidy. Fees collected must be used by the service provider to support STIT services and may not be used for other purposes.
2. To assure accountability, periodic reviews may be conducted and an annual report will be required at the close of each course.
3. Administrative costs from appropriated funds shall not exceed 20 percent. If additional administrative costs are necessary, the institution will support those costs from other resources.
4. Any tuition generated over and above the appropriated dedicated credits must be reported to use for additional STIT programs/administration.

STIT programs are required to have the following characteristics:

a) Specific employers and jobs are identified prior to instruction.
b) Instruction is based on job task analysis and is performance based.
c) Programs are less than one year in length.
d) Enrollment, instruction and support systems are flexible and competency based.
e) Student testing and assessment is provided to ensure training and employability development plans are in place prior to instruction (documentation may be requested for compliance)
f) Instruction is task-specific and designed to aid the individual to become employable in the shortest time possible.
g) Certificates of proficiency are provided to all students leaving or completing training.
h) Students will be provided pre-employment training skills and will be followed-up to determine success after training.

The Training Vendor and all Key Participants must indicate that they have read and understand UVU’s Financial Affairs and Development, Human Resources policies and procedures (www.uvu.edu/policies/officialpolicy), received proper approval from the IRB if the project involves research concerning human subjects and will abide by ALL terms and conditions of the Career and Technical Education Department. (indicated below).

As a nonprofit institution, Utah Valley University has a public mission. The public depends on the university to conduct its affairs (including all sponsored programs) in an objective and honest way.

The Career and Technical Education (CTE) program regularly sponsors (funds) grants based on specific criteria thoughtfully designed in support of the overall short term training mission within the institution and the community-at-large.

Post-award administration begins the moment a grant is awarded. The grantee must carefully examine the terms and conditions of the grant with regard to requirements for both financial management and non-financial management. Identifying any special terms
and conditions at the outset is critical to assure appropriate post-award management of a grant. Whenever an individual or group accepts funding from any sponsor, that individual or group is accepting and agreeing to comply with the terms and conditions as determined by the sponsor. Failure to comply with the terms and conditions of the sponsor may result in consequences (non-financial) or penalties (financial) to the individual or group that accepted the funds.

GENERAL TERMS AND CONDITIONS of Short Term Intensive Training (STIT) Funds
Acceptance of STIT funds to conduct an approved projects obligates the receiver to use the funds as specified in the approved STIT application and within university policy, state and/or federal regulations. Any change in the scope or direction of an approved project must be reported in writing to the Career and Technical Education department prior to implementing the change.

When accepting STIT funds, the grantee must become familiar with all relevant university policies, as well as any state or federal statutes, regulations, etc. that may apply. The University Compliance Services can assist grantees in addressing such obligations.

The grantee must comply with the state STIT Guidelines including the timely designation of a responsible party to oversee the financial obligations of the grant. Funds cannot be accessed until the grantee receives written approval, orientation documentation and receives authorization to use a BANNER index. It is important that the grantee put in place a sound plan for maintaining appropriate documentation of expenses and expenditures at the outset of a project for submission to the Career and Technical Education office by fiscal year end.

A plan for reporting project outcomes should be made as early in the project as reasonable and no later than June 1 of the current fiscal year. CTE grantees will be expected to complete all of the following:

1. Banner Index Manager must receive orientation documentation before access to the funds will be permissible.
2. Complete the online template for Accountability Report by June 1 of the current fiscal year so it may be published in a year-end economic development report.

ACCEPTANCE OF THE TERMS AND CONDITIONS of a CTE GRANT

☐ As recipient of a CTE grant, I attest that I have read and agree to comply with the above terms and conditions. I further acknowledge that failure to comply with these terms and conditions may result in consequences and/or penalties, including withdrawal of the funds.

FAQ

Q. Can a course be allocated for more or less than the approved budget?
A. A course can be invoiced for a margin of 10% over or under the approved budget without prior approval. Expenses that exceed the margin may jeopardize future allocation approvals or require repayment.

Q. What documentation is the grantee required to maintain and submit?

A. Documentation includes:
   1. Award Notification
   2. Award Contract
   3. Dated Correspondence, to include invoices
   4. Approved application and budget
   5. End of Year report-accountability rubric
   6. Project closure letter

All documentation is required before allocation is approved for payment transfer. All documentation is due to the Career and Technical Education Office no later than the last Wednesday in May of the current physical year.

Q. Can other funds be partnered with STIT funding to cover costs of training?

A. STIT funding can be combined with other federal, state and private revenue sources in order to cover the costs of a STIT program.

Q. Is instruction self-paced?

A. An emphasis is on instruction, which is individualized and self-paced so that each student may advance through the program at the student's own rate of learning and availability for instruction. Instruction and reporting must take place within the outlined deadlines of each calendar year.