

STATE TRAINING & EMPLOYMENT PROGRAM

Fiscal Year 2002

REQUEST FOR PROPOSALS

Industry-Specific Training

Alaska Balance of State Service Delivery Area

**Department of Labor and Workforce Development
Employment Security Division**

Release Date: May 18, 2001

REQUEST FOR PROPOSALS

State Training and Employment Program (STEP) FY 2002

Issuing Office:

This Request for Proposals (RFP) is issued by the Alaska State Department of Labor and Workforce Development, in partnership with the Balance of State (BOS) Workforce Investment Board (WIB).

All inquiries or responses to this RFP should be sent to one of the addresses below, depending on the method of transmittal. If mailing through the U.S. Postal Service, the first address should be used. If sending materials via rapid courier, the second (physical) address should be used.

All materials should be sent to the **attention of Sean O'Brien, Balance of State (BOS) Program Coordinator**. Questions or inquiries may be directed to Mr. O'Brien at the telephone and email address given below.

U.S. Postal Service:

Sean O'Brien, BOS Program Coordinator
Department of Labor and Workforce Development
Employment Security Division
P.O. Box 25509
Juneau, AK 99802-5509

Rapid Courier (physical address):

Sean O'Brien, BOS Program Coordinator
Department of Labor and Workforce Development
Employment Security Division
1111 West Eighth Street, Suite 210
Juneau, AK 99801

Contact Phone: (907) 465-4892

Contact Email: Sean_Obrien@labor.state.ak.us

Alaska Balance of State WIB: The Balance of State Workforce Investment Board is a local policy-making council established to oversee job training programs of the Department of Labor and Workforce Development. The BOS/WIB consists of seventeen members, each appointed by the Governor. The WIB seeks to provide its Service Delivery Area (SDA) with quality job and career training opportunities to support a sound labor force, a stable economy, and enhanced opportunities for economic development.

The **Balance of State Service Delivery Area (SDA)** encompasses all areas of Alaska lying outside the Municipality of Anchorage and the Matanuska-Susitna Borough.

Eligible Entities:

Non-profit or for-profit organizations, businesses, or agencies with the capacity to provide the services described in this RFP. Under the provisions of AS 14.48.020, training entities must be authorized or exempted by the Alaska Commission on Postsecondary Education (ACPE) in order to provide postsecondary training services in Alaska.

- For further information regarding training authorization or exemption, you may review the ACPE website at:

<http://www.state.ak.us/acpe>

- Or you may contact Joanne Hayden, ACPE Program Coordinator for Institutional Authorizations, at (907) 269-7970.

Timelines:

Date of Issue: May 18, 2001

Inquiry Deadlines: Questions, objections, or protests relating to defects, errors, omissions, or the general content of this RFP, must be made in writing and received by the Issuing Office no later than **4:30 p.m., Alaska Pacific Time, Friday, May 25, 2001**. Receipt of notice prior to this deadline will permit the issuing office to publish and distribute any necessary addenda to interested entities. Protests concerning omissions, errors, or the general content of this RFP will be disallowed if not made known prior to May 25.

Proposal Submission: To be considered for funding proposals must be physically received by the issuing office no later than **4:30 p.m., Alaska Pacific Time, Friday, June 15, 2001**. The date of mailing as indicated by the postmark will not be a consideration. If proposals are not physically received by the deadline, they will not be considered by the Application Review Committee. E-mail proposals will NOT be accepted.

Notice of Award:

Monday, June 25, 2001

Funding:

This RFP solicits proposals for Industry-Specific training. Grant awards are contingent upon receipt of funds and final allocation by the Alaska Workforce Investment Office (AWIO).

- Approximately **\$700,000 will be available** for projects serving residents of the Balance of State SDA.
- Proposing entities should be aware that STEP regulations limit the amount of STEP grant funds that may be spent on any single participant to \$10,000.
- Proposing entities must ensure the project :
 - a.) would not replace or compete in any way with a federally approved, jointly administered apprenticeship program or any other existing training programs.
 - b.) would not displace money available through existing public or private training programs.

(AS 23.15.651)

I. INTRODUCTION

The Alaska State Training and Employment Program (STEP) was created in 1989 as a pilot project and was extended by the Twentieth Alaska Legislature through June 30, 2002. STEP is funded by one tenth of one percent of employee contributions to the Unemployment Insurance (UI) Trust Fund. Trust Fund integrity is protected through a linkage of the STEP funding source to its participant eligibility criteria; *only those who have contributed to the Alaska UI Trust Fund may participate in its training projects.*

Proposals must demonstrate a positive impact on the UI Trust Fund and the Alaska workers who fund it. Through training investments in the Alaska workforce, STEP aims to transform actual or potential UI claimants into working, Trust Fund contributors. Employers benefit from program success through lowered UI costs and enhanced access to a skilled workforce.

Through its job training grants, STEP is charged with:

- 1.) reduction of current and future claims against unemployment benefits;
- 2.) reduction of employer UI costs;
- 3.) fostering growth of existing businesses through availability of a skilled labor force and attraction of new businesses to Alaska;
- 4.) promotion of local hire; and
- 5.) easing Alaska's chronic economic fluctuations through training and retraining for new and emerging industries and technologies.

The STEP Program allows a high degree of responsiveness to realities of the Alaska job market and far more flexibility than equivalent, federal job training programs. The Department of Labor and Workforce Development has identified and prioritized those areas of greatest employment opportunity in order to maximize service to those rural Alaskans who are most in need of job training.

II. PURPOSE AND BACKGROUND

In publishing this RFP, the Balance of State and its WIB seek interested and qualified organizations to design and operate specialized training projects tailored to the needs of specific occupations, industries, employers, or groups of employers. Training projects ***may commence no sooner than July 1, 2001, no later than March 31, 2002, and must be completed by June 30, 2002.***

Proposals will only be considered for provision of services to STEP-eligible clients residing within the BOS Service Delivery Area, which encompasses all areas of Alaska except the Municipality of Anchorage and Matanuska-Susitna Borough.

A. Targeted Industries/Occupations.

Occupational Priority: Priority points will be given to proposals aimed at training for jobs in health care, information technology, construction, and transportation as identified by the State Workforce Investment Board. In addition, consideration will also be given in the following areas:

- 1.) requiring attainment of industry-recognized certifications;
- 2.) other occupations with established high demands (the occupational areas listed in Appendix III to this RFP);
- 3.) which are currently filled by non-resident or alien workers; and/or
- 4.) in geographic areas with high unemployment and/or high numbers of discouraged workers.

Proposals will be considered, however, for any occupational area, as long as there is a demonstrated demand for trained workers.

- B. Industry Specific Proposals Solicited.** This RFP seeks training projects which are Industry-Specific in nature. Industry-specific projects are those expected to attract high growth industries through availability of a trained workforce. This type of project addresses the training needs of a specific industry or employer, and may incorporate several different elements in its project design (i.e., specialized occupational skills training, support services, etc.)

Project funding does not hinge on a firm employer commitment to hire participants who successfully complete training. However, those who complete the program must have a reasonable expectation of employment within the industry on attainment of program competencies and/or certifications. Projects featuring an employer commitment to hire those who successfully complete the program will receive a slight point advantage.

III. SUBMISSION REQUIREMENTS

- A. Submission Deadline:** Proposals must be received at the Issuing Office no later than **4:30 p.m., Friday, June 15, 2001**, in order to be considered for funding.
- B. Directions for Submission:** Proposals must use the format contained in the attached Application Package. In order to be considered responsive to this RFP:
- The Issuing Office must receive **eight copies of each proposal. One of the eight copies must bear the original signature** of an individual legally authorized to represent and bind the respondent to its provisions.

NOTE: FAXED AND E-MAIL PROPOSALS WILL NOT BE ACCEPTED. It is the responsibility of the applicant to ensure proposal receipt by the Issuing Office within given time frames.

IV. SUBGRANTEE SELECTION

- A. Selection Process:** All acceptable proposals will be evaluated by a review team on the basis of the evaluation criteria set forth in this section. The Application Selection Committee (ASC) will select the proposal(s) which best meets the requirements of this RFP. Contingent on availability of funds, one or more of the highest scoring proposals will be selected for funding. The Division is not bound to selection of the lowest cost proposal. The Committee reserves the right to negotiate subgrant funding and performance levels, and to assign any award contingencies it feels are prudent.

Evaluation and scoring will be based on the written proposals received. The Division reserves the right, however, to request additional written or oral information regarding any proposals from which the final selections will be made.

After evaluation and selection of successful respondent(s), the Issuing Office shall make formal notice of award. Written notice shall be provided to all respondents to this RFP. The State reserves the right to revoke this notice of award if subsequently found to be in error, made on the basis of inaccurate information, or otherwise in the best interest of the State.

- B. Evaluation Criteria:** Factors that may be evaluated include, but are not limited to those categories described below:

CATEGORY **MAXIMUM POINTS**

ORGANIZATION OR BUSINESS QUALIFICATIONS10 points

- 1.) Experience training within a specific industry or area of client need. Staff knowledge regarding industry standards, certifications, or areas of specific client need. Where applicable, success with prior STEP, Job Training Partnership Act (JTPA) or Workforce Investment Act (WIA) training projects. (4 points)
- 2.) Adequate accounting controls to assure reliable data, operational efficiency, and compliance with program requirements and generally accepted accounting principles. Sufficient administrative capacity for program implementation and oversight. (4 points)
- 3.) Certified or exempted by the Alaska Commission on Post-Secondary Education (ACPE). (2 points)

PROJECT DESIGN.....25 points

- 1.) Recruitment methodology effective for targeted region and STEP population. (5 points)
- 2.) Screening and assessment of applicants adequately evaluates training readiness, possession of requisite basic skills for training success, and identifies issues that could undermine training efforts. (5 points)
- 3.) Applicant selection is competitive, and selections are made from a pool of eligible applicants at least twice the size of the number to be trained. (5 points)
- 4.) Curriculum is included with the proposal. Curriculum is thorough, appropriate, and where it has been used previously, demonstrates a successful "track record."

Where indicated or appropriate, attach documentation confirming the affiliation of the proposed curriculum with a national organization and/or licensing or certification program. If the curriculum is linked to or supported by a labor organization, attach documentation of this linkage or support. (5 points)

- 5.) Employer commitment to hire? (3 points)
 Strong likelihood of employment within the industry? (2 points)

RESULTS.....35 points

How well does the proposal address STEP Service Priorities?

- 1.) How likely is it that the proposed training will result in participant employment, retention or increased earnings? (15 points)
- 2.) Will the proposed training result in industry-recognized certification? A documented increase in skills or competencies? (5 points)

- 3.) Is targeted employment in Construction, Health Care, Information technology, and transportation? (10 points)
- 4.) Does the proposal target geographic areas of high unemployment, or areas with high numbers of discouraged workers? (3 points)
- 5.) Does proposal target occupations currently dominated by non-resident or alien workers? (2 points)

BUDGET.....30 points

- 1.) Line item requests are reasonable relative to services provided. (10 points)
- 2.) Requests are supported by an explanation that justifies the request. Cost derivations are provided which clearly show how the request was calculated or estimated. (10 points)
- 3.) Requests are allowable according to the program guidelines provided in Appendix I. No more than \$10,000 is spent on any participant. (10 points.)

MAXIMUM POINTS AVAILABLE FOR ALL CATEGORIES100 points

V. SUBGRANT TERMS

- A. Payment Plan:** Reimbursement for services rendered will be made as authorized in the Subgrant Agreement Budget. Proposals must include a cost reimbursable budget component in conformance with that contained in the Application Package.

Grant funds may be released as advances to the Subgrantee *upon written request*. Requests must include a line item projection of anticipated expenditures for the reporting period for which the advance is requested. The financial report for that period must then account for actual expenditures, and may be accompanied by an advance request for the following reporting period.

Grant agreements will provide for funding reduction if spending and performance benchmarks are not met as outlined in the grant agreement document. Funding increments may be considered if unused residual funds from other projects are identified, and if the increase is justified by a corresponding increase in the contractual training obligation.

- B. Reporting Requirements:** Subgrantee will be required to submit regularly scheduled financial and progress reports to the Department of Labor and Workforce Development. The Department will make reimbursements upon receipt and approval of accurate and timely financial and progress reports. If funds are advanced, they will be liquidated according to a previously agreed upon schedule. Subgrantees will be required to maintain complete and accurate records and will be subject to periodic Department monitoring of program records and transactions.

- C. Subgrant Provisions:** The successful proposal, inclusive of negotiated modifications, shall become an integral part of the subgrant, and its obligations shall be binding upon the Subgrantee.

- D. **Duration:** Period of performance will be from the date stipulated in the subgrant agreement through the end of the negotiated grant term. Grants are legally binding once they are signed by both parties to the agreement.
- E. **Renewal or Second Year Option:** Contingent on availability of funds, a project funded under this RFP may be considered for funding through the next program year, July 1, 2002 through June 30, 2003. A decision to provide continued funding will be based on satisfactory progress or successful completion of current project objectives, need for ongoing services, satisfactory performance during the first year, and program reauthorization and appropriation of funds by the Alaska State Legislature

VI. **LIMITATIONS**

- A. **Preparation Costs:** This RFP does not in any way commit the State of Alaska or the Department of Labor and Workforce Development to reimbursement of respondents to this RFP for any costs related to proposal preparation and submission. All costs incurred by respondents in proposal preparation shall be the sole responsibility of the respondent. Further, this RFP does not obligate the State of Alaska to accept or contract for any services expressed or implied.
- B. **Obligation to Perform:** Pursuant to Alaska Statute 36.98.040(c), this RFP does not obligate the State to perform until a subgrant has been fully executed. It is effective from the date of approval by both parties. The State assumes no responsibility for work done, even in good faith, prior to subgrant execution.

Under this RFP, the earliest subgrant start date would be July 1, 2001. The latest project start date would be March 31, 2002, and all projects must be completed by June 30, 2002.

Subgrants will be negotiated and executed according to a prioritized list that takes into account such factors as the proposed start date of training, seasonal or industry cycles, and other factors the Department feels are relevant.

- C. **RFP Clarification, Modification, Rejection:** The State of Alaska reserves the right to:
 - 1.) Modify or otherwise alter any or all requirements herein. In the event of modification, all respondents will be given an equal opportunity to modify their proposals in the specific areas affected.
 - 2.) Reject any proposal not adhering to any or all agency requirements set forth in this RFP.
 - 3.) Reject any or all responses received, and to waive formality in solicitation procedures. The State may reject all proposals at any time when it is in the best interest of the State to do so. The Issuing Office further reserves the right to terminate this RFP at any time.
- D. **Additional Terms and Conditions:** The State reserves the right to include additional terms and conditions during the process of subgrant negotiation. These terms and conditions must be within the scope of the original RFP and are limited to clarification, definition, and administrative and legal requirements.
- E. **Disclosure of Proposal Contents:** Confidentiality and release of proprietary information during proposal evaluation, subgrant negotiation, and protection and opening of proposals are the responsibilities of the Issuing Office. Proposal information shall not be released prior to official State action. After official State action, all proposals and their contents will become available for public inspection.

Alaska Statute 09.25.110 requires that public records be open to reasonable inspection by the public. All proposals and other submitted materials become the

property of the State and may be returned only at the option of the State. Detailed cost and price information will be held in confidence until notice of award.

- F. Appeals:** A respondent may protest the award of a subgrant in accordance with this RFP. An aggrieved respondent must follow the instructions below. Appeals are limited to the evaluation and solicitation process used in this RFP. Failure to follow these instructions may result in automatic rejection of the appeal.

The respondent must:

1. Immediately notify the Issuing Office of his/her intention to appeal the decision.
2. Appeal in writing to the State of Alaska, Workforce Investment Act Program Manager, Department of Labor and Workforce Development, P.O. Box 25509, Juneau, AK 99802-5509. The written appeal must be received within ten (10) working days from the date of the notice of award.
3. The written appeal must explain in detail the reasons for the appeal.

The appeal will be reviewed and the respondent will be advised within fifteen (15) working days whether the appeal was accepted or rejected and if rejected, the reason for the action.

- G. Addenda to the RFP:** In the event it becomes necessary to revise this RFP wholly or in part, addenda will be sent to all entities originally provided the basic RFP package.

- H. Subcontracting:** Respondents must disclose any plans for subcontracting of services or activities under the proposed project. The proposal must include a description of the services and activities to be subcontracted, names of subcontractors if known, or the procedure through which subcontracts will be sought. Subgrantee is responsible for subcontractor performance and accomplishment of project objectives.

- I. Insurance Requirements:** Successful Subgrantees must secure satisfactory insurance coverage as required by the Department of Administration, Division of Risk Management. Failure to provide evidence of adequate coverage is a material breach and grounds for termination of the subgrant. Details on required coverage are available on request.

VII. PROPOSAL FORMAT / APPLICATION PACKAGE

- A. Application Package Contents:** The attached package contains the following information and materials:

- 1.) Cover page form
- 2.) Narrative response outline
- 3.) Budget forms and instructions
- 4.) Participant eligibility criteria and service priority list
- 5.) Targeted occupations

- B. Submittal Instructions:** Proposals shall be typed, single spaced, and non-reduced. Eight copies of the proposal must be submitted, one of which must bear the original signature of an individual authorized to legally bind respondent to its proposal.

A P P L I C A T I O N P A C K A G E

STATE TRAINING AND EMPLOYMENT PROGRAM (STEP)
Application for Grant Funding

INDUSTRY-SPECIFIC TRAINING

F I S C A L Y E A R 2 0 0 2
RFP

Alaska Balance of State Service Delivery Area

STEP PROPOSAL PACKET
Industry-Specific Training

Responding Business/Organization:

Mailing Address:

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Physical Address:

.....

Contact Person/Title:

Telephone/Fax Numbers:

Email Address(es):

Business License # :

IRS I.D. #:

Type of Business/Organization (check one):

☐ Private for Profit
☐ Private Non-profit
☐ Private Education
☐ Organized Labor

☐ Public Education
☐ Government
☐ Other: (please specify)

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Proposal Summary:

Number of Participants to be Trained:

Cost Per Participant:

Total Cost of Proposal:

Occupations/Trades Involved:

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CERTIFICATION:

I have received and understood the terms, conditions, and procedures of the STEP RFP and agree to meet SDA requirements if selected for subgrant award. I certify that all information contained in this proposal is true and accurate and understand that falsification of information may be cause for application non-review or award revocation. I further certify that proposed program design and costs shall remain valid until at least June 30, 2002.

Authorized Signature/Title

Date

NARRATIVE RESPONSE SECTION

This section corresponds to the Evaluation Criteria provided on page six of this RFP. Please respond to the following queries in a brief narrative format:

A. ORGANIZATION OR BUSINESS QUALIFICATIONS. (Administrative Capacity)

1. Description and Purpose of Business/Organization

- a.) Provide your physical and mailing addresses;
- b.) Telephone and fax numbers;
- c.) Email addresses, if any; and
- d.) Briefly describe your business or organization, its primary products, services, or functions.

2. Previous Experience

- a.) Describe your business or organization's experience as a training provider within a specific industry or area of client need.
- b.) How were earlier training efforts funded? (i.e. government funding or private sources?)
- c.) Describe any prior experience with STEP, JTPA or WIA funded training.

3. Staff Knowledge

- a.) Identify the project director responsible for project implementation and all other key personnel associated with the proposed project.
- b.) Describe the duties of each project staff person. Briefly summarize the experience and qualifications of each. (Attach resume or vitae if applicable.)

4. Trainer Qualifications / Identification

- a.) If known, identify the trainer(s) who will deliver actual training services.
- b.) Is the proposed trainer certified or exempted by the Alaska Commission on Post Secondary Education (ACPE)?
- c.) If any part of the training services are to be subcontracted, how will the proposer assure selection of ACPE certified or exempted trainers?

5. Administrative Control

- a.) Describe how your business or organization will manage the project. Is administrative capacity adequate?
- b.) Briefly describe your business or organization's system of accounting. How are funding sources accounted for separately? What are your auditing procedures?
- c.) How are your accounting controls sufficient to ensure reliable data, operational efficiency and compliance with generally accepted accounting principles?
- d.) If any part of program services are to be subcontracted, describe the process that will be used for subcontractor selection. Describe the work to be performed under each subcontract.
- e.) Briefly describe your business' or organization's other sources of funding or operating revenue.

B. PROJECT DESIGN (Description of Services)

1. Recruitment

- a.) How will proposer recruit applicants for training?
- b.) How is the recruitment methodology effective for the STEP-eligible population?
- c.) Is recruitment methodology appropriate for the regions of Alaska targeted in the proposal?
- d.) In order to ensure competitive selection, does the proposer plan recruitment of an eligible applicant pool, of at least twice the number of

participants they propose to serve?

2. Screening & Assessment

- a.) How will proposer evaluate applicant “training readiness” to ensure the absence of any personal issues which could undermine training efforts?
- b.) How will proposer ensure the presence of adequate basic skills for program success?
- c.) How will proposer assess the need for support services? How will support service needs be addressed once identified?

3. Selection

- a.) How many eligible applicants will be selected for training?
- b.) How will appropriateness of training be related to selection in light of individual education and employment histories?
- c.) Once determined STEP-eligible and training-appropriate, how will “service priority” individuals receive preference in training selection? (See Appendix II, page ii)

4. Curriculum

- a.) Has the curriculum or curriculum outline been included with the proposal?
- b.) Are activities/elements training-appropriate?
- c.) Where the curriculum has been used before, does it have a successful “track record?”
- d.) If affiliated with a national organization, licensing or certification program, is documentation of this affiliation included with the proposal?

5. Labor Support

If the nature of the occupation for which you are training individuals is subject to a collective bargaining agreement:

- a.) has the appropriate labor organization been involved in its design?
- b.) where appropriate, attach written concurrence or endorsement.
- c.) If the proposed training is supported by a labor organization, is documentation of this support included with the proposal?

6. Training Delivery

- a.) Describe methods of training delivery. (i.e. lecture, lab, clinical or shop experience, etc.)
- b.) When will the training commence? What is the approximate duration of training? When will it end?
- c.) What skills, knowledge, certifications or competencies will be attained on successful completion of training?
- d.) What other types of services or support will be provided to ensure successful completion of training?

7. Participant Employment

- a.) Is there a clear employer commitment to hire on successful completion of training? Or,
- b.) Is there a strong likelihood of employment within the industry?

C. RESULTS

1. Employment, Retention, and/or Increased Earnings

- a.) How many participants will be placed or retained in unsubsidized employment after successful completion of training?
- b.) If employed participants are targeted, will earnings be increased and/or employment extended?

2. **Certifications/Competencies**
 - a) What industry-recognized certification(s) or qualification(s) will be achieved as a result of this training?
 - b) What new documented skills or competencies will be achieved?
3. **Occupational Priorities/Demand**
Is targeted employment in construction, health care, information technology, and/or transportation? If not, are the targeted areas identified as areas in high demand?
4. **Geographic Area of High Unemployment / Numbers of Discouraged Workers** Does the proposal target geographic areas of high unemployment, or areas with high numbers of discouraged workers?
5. **High Non-Resident or Alien Occupation**
Does the proposal target occupations currently dominated by non-resident or alien workers?

D. BUDGET

1. **Reasonableness**
Are costs reasonable relative to services provided?
2. **Request is Supported**
 - a.) Requests are supported by an explanation that clearly explains the request.
 - b.) Cost derivations are provided clearly showing how the request was calculated or estimated.
3. **Allowability**
 - a.) Costs are allowable according to the program guidelines contained in Appendix I to this RFP.
 - b.) No more than \$10,000 is spent on any participant.
 - c.) Standard budget method is used unless documentation supports unit cost method.

C. PROJECT BUDGET

Appendix I provides guidelines on allowability of budget requests. RFP respondents must decide whether to use the Standard Budget or the Unit Cost method of budgeting. To determine eligibility for use of the Unit Cost Method, please examine the criteria on page A-7.

- **STANDARD BUDGET.** The Standard Budget Method must be used unless documentation supporting use of the Unit Cost Budget is included with the proposal. Submit funding requests by line item using the following budget structure. Each line item request must include an explanation of how these costs were estimated or calculated. Explanations of cost derivations will be used to evaluate whether requests are justified.
- **UNIT COST BUDGET.** If documentation supports eligibility for the Unit Cost Method of budgeting, turn to page A-7 and complete the Unit Cost Method Worksheet.

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STANDARD BUDGET METHOD:

TRAINING COSTS:

Personnel: Staff Wages/Salaries \$ _____
 Staff Fringe Benefits \$ _____
 Subtotal: \$ _____

Staff Travel: \$ _____

Contractual: Space/Utilities \$ _____
 Communications \$ _____
 Equipment Rental \$ _____
 Instructional Materials & Supplies \$ _____
 Subcontracted \$ _____

Tuition/Fees _____
 Other: _____ \$ _____
 Other: _____ \$ _____
 Subtotal: \$ _____

PARTICIPANT SUPPORT:

Participant Services: Meals \$ _____
 Lodging \$ _____
 Transportation \$ _____
 Other Support: _____ \$ _____
 Subtotal: \$ _____

.....
TOTAL REQUEST: \$ _____

Staff Cost Detail: Use the chart below to identify staff salary and fringe benefit costs associated with each project. (**Note:** Unnecessary for projects employing the unit cost method.) If staff are assigned to other projects/responsibilities, explain this and describe the other sources of financial support.

Position Title	Monthly/Hourly Salary & Fringe	% Time on Project	Total Time on Project (Months)	Total Charged Project

Other Staff Responsibilities and Sources of Support (Explain in narrative form):

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Use this page to explain how line item costs were derived or estimated. This information must be provided for each line item in the project budget.

BUDGET EXPLANATION:

UNIT COST METHOD

If the applicant has a *commercially available, established, training package, upgrade certification, or re-certification program for current employees and/or union or trade association members*, then the applicant is eligible to use the unit cost method of budgeting. If this method is elected, **DOCUMENTATION of the following conditions must be included with your proposal:**

1. ***Existence*** of the training program/package prior to announced availability of STEP funding; *and*
2. ***Recognition*** of the training by an industry or trade union association, state or federal educational accrediting organization; *and*
3. ***Detailed Description*** of the course and its content in a printed syllabus, promotional brochure or catalog; *and*
4. ***Evidence*** that the training program or package has been provided or sold to significant numbers of participants from the general public or union/association membership, and at the same price as proposed/offered in the STEP proposal.

NOTE: *New or customized programs are not eligible for the unit cost method of budgeting.*

If you are a training entity with a program already in place and you have documented the above conditions in your proposal, you may use a unit cost per trainee. Simply multiply your unit cost by the number of proposed trainees.

Unit Cost	\$ _____
No. of Trainees	X _____
TOTAL UNIT COST	= _____

GUIDELINES FOR BUDGET PREPARATION

Use the following guidelines for determining whether budget requests are allowable under the STEP Grant Program. If eligible for the unit cost method and this method is desired, please follow the procedures outlined on page A-7, and ***provide the requested documentation.***

Staff Salaries & Fringe Benefits: Funding for these costs are allowed for project personnel providing direct client training services. Client training services include: recruitment, assessment, actual instruction, and job placement activities. Project personnel may be current employees or those employed specifically for this project. For part-time project personnel, only the pro-rata portion of time devoted to this project may be charged to the project budget.

Administrative Costs: Administrative costs, whether direct or indirect, are not reimbursable under this RFP. The proposing organization is expected to provide administrative support as an in-kind contribution.

Travel: Travel costs are allowable when directly related to recruitment or provision of training. Be specific in the budget explanation about *why these costs are necessary and how they were calculated.*

Training Facility Space/Utilities: If training is provided in a facility that must be rented, these costs may be included. If the facility will be shared with other programs/activities, only the pro-rata share of these costs may be charged to the project. Utility costs may also be included on a pro-rata basis.

Communications: Outreach, recruitment, and placement costs are allowable. These costs may include telephone, fax, postage, radio and television advertisement, and such recruitment materials as posters, flyers, etc.

Equipment Rental: The cost of equipment rental may be included when essential to provision of training. If these costs are included in the budget please provide a detailed description of the equipment and why it is essential to training.

Instructional Materials & Supplies: This category may include the cost of any instructional material or supply necessary for training. (i.e. books, slides, videotapes, films, teaching aids, paper, etc.)

Participant Support. This funding may provide for needed participant support such as round-trip participant transportation to training, meals and lodging while in training, or assistance with necessary child or elder care to enable participant attendance at training.

In all cases where support services are provided, participants will be required to sign a statement of financial need, attesting to the fact that the necessary support was unavailable from any other source, and that the absence of such support would have precluded attendance at training.

APPENDIX II

STATE TRAINING AND EMPLOYMENT PROGRAM (STEP)
ELIGIBILITY CRITERIA

ALASKAN RESIDENTS WHO:

1. are **UNEMPLOYED** and:
 - (a) are receiving unemployment insurance benefits; or
 - (b) have exhausted the right to unemployment insurance benefits within the past three years;

OR
2. Are **EMPLOYED** but liable to be displaced within the next six months because of:
 - (a) reduction in overall employment within a business;
 - (b) elimination of the worker's current job; or
 - (c) a change in conditions of employment requiring the employee to learn substantially different skills than they currently possess in order to remain employed;

OR
3. Have paid into the UI Trust Fund within the past three years, but are currently **INELIGIBLE FOR UI BENEFITS** because;
 - (a) employment has been seasonal, temporary, part-time, or marginal;
 - (b) qualifying wages are insufficient because of limited job opportunity; or
 - (c) they are under-employed and in need of employment assistance and training to obtain full employment.

SERVICE PRIORITY

Participants who meet one or more of the following criteria will be considered for priority service:

- 1.) Individuals currently receiving Unemployment Insurance benefits;
- 2.) Women, minorities, and/ or rural Alaskans;
- 3.) Persons responsible for court-ordered child support payments;
- 4.) Persons lacking skills or whose skills have been outdated by technological change;
- 5.) Individuals whose annual earned income is less than the Alaska Annual Average Wage (\$33,032) as determined by the Alaska Department of Labor and Workforce Development.

Alaska Department of Labor and Workforce Development

Targeted Occupations and Geographic Areas

Priorities for State Training and Employment Program (STEP) Grants

Effective: July 1, 2000 - June 30, 2001

The attached tables are provided in accordance with 8 AAC 87.080 and 8 AAC 87.110. Targeted occupations are those for which there are documented employment opportunities due to labor shortages or rapidly expanding job opportunities (Table 1) or those which have a high number of nonresidents (Table 2A-2D) or for which alien certifications are being issued (Table 3). Priority geographic areas are those with high numbers or rates of unemployment or discouraged workers (Table 4). 2000 and 2001 employment forecast by industry (Table 5) and percent female workers by occupation (Table 6) are also presented.

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Table 1 Top 25 Occupations with Most Projected Annual Job Openings Alaska Statewide 1996-2006	
Occupational Title	Annual Openings
Salespersons: Retail	512
Combined Food Preparation/Service Workers	492
Cashiers	445
General Managers & Top Executives	323
Waiters & Waitresses	275
General Office Clerks	241
Maintenance Repairs: General Utility	227
Janitors/Cleaners, Except Maid/House Cleaner	212
Supervisors & Managers: Sales	183
Supervisors/Managers: Clerical/Administrative Support	179
Nurses: Registered	176
Child Care Workers	171
Teachers Elementary Schools	167
Teachers Secondary Schools	152

Table 1 Top 25 Occupations with Most Projected Annual Job Openings Alaska Statewide 1996-2006	
Bookkeeping, Accounting & Auditing Clerks	133
Receptionists	123
Secretaries: Except Legal and Medical	118
Teacher Aides	117
Cannery Workers	112
Bartenders	100
Carpenters	99
Mechanics: Automotive	92
Amusement & Recreation Attendants	87
Truck Drivers: Heavy or Tractor Trailer	87
Accountants and Auditors	83
Financial Managers	83
Source: Alaska Department of Labor and Workforce Development, Research and Analysis	

Table 2-A Private Sector, State and Local Government Occupations with Largest Number of Nonresident Workers Statewide Alaska 1998				
Occupation	Nonresident	% Nonresident Workers	Nonresident Earnings	% Nonresident Earnings
Cannery Workers, Incl. Seafood Process	12,477	73.3	84,631,683	66.6
Sales Clerks	1,726	16.8	8,573,631	8.8
General Office Occup.	1,683	12.0	13,261,776	6.0
Manual Occup.	1,646	20.4	10,965,508	12.8
Waiters & Waitresses	1,604	27.2	7,130,654	15.1
Misc. Hand Working Occup.	1,054	70.5	7,166,972	58.2
Misc. Food & Beverage Preparation Occup.	992	24.6	4,613,014	13.0
Construction Laborers	943	16.9	9,867,811	11.7
Janitors & Cleaners	900	13.7	5,114,503	6.2
Combined Food Prep & Service, Fast Food	887	21.0	2,442,225	13.2
Maids & Housemen	885	24.1	5,206,150	15.7
Carpenters	882	17.0	9,389,824	8.8
Airplane Pilots & Navigators	823	38.6	45,911,915	39.7
Cooks, Restaurant	780	33.8	5,316,054	21.6
Guides	774	54.0	5,241,611	49.1
Cashiers	754	13.5	3,362,112	5.6
Registered Nurses	714	18.3	10,881,745	8.5
Kitchen Workers, Food Preparation	655	20.2	4,154,680	12.4
Sailors & Deckhands	614	45.9	9,364,262	40.9
Management Related Occup.	554	12.8	11,865,210	8.7
Fishers	489	67.7	5,855,465	72.8
Salespersons	477	15.6	3,069,232	6.3
Adult Education & Other Teachers	468	14.4	2,655,053	5.4
Child Care Workers, Except Private Households	468	18.4	1,771,528	9.1
Freight, Stock, & Material Movers	464	13.6	4,826,896	7.3
Food Counter, Fountain & Related Occup.	431	17.9	1,419,741	9.6
Receptionists	407	12.0	2,515,692	5.2

Table 2-A
Private Sector, State and Local Government Occupations with Largest Number of Nonresident Workers
Statewide Alaska 1998

Guards & Police, Except Public Service	398	18.4	4,604,126	11.0
Maintenance Repairers, General Utility	388	17.2	6,095,530	12.9
Stock Handlers & Baggers	379	12.2	1,992,008	5.4
Short-Order Cooks	377	23.2	1,226,258	15.4
Electricians	374	17.6	11,488,325	14.1
Plumbers, Pipefitters & Steamfitters	371	23.1	9,105,124	15.8
Bookkeepers & Accounting & Auditing Clerks	349	7.1	3,731,846	3.3
Teacher Aides	338	7.3	1,292,743	2.6
Truck Drivers, Light	331	13.6	2,857,655	6.1
Operating Engineers	330	14.3	10,368,337	10.9
Bartenders	328	16.4	1,664,046	7.9
Secretaries	312	6.8	3,231,849	3.1
Welders & Cutters	311	30.8	8,130,601	22.7
Waiters'/Waitresses' Assistants	304	26.2	1,290,170	19.5
Counter Clerks	303	13.7	1,614,338	6.3

Source: Alaska Department of Labor and Workforce Development, Research and Analysis

Table 2-A
Private Sector, State and Local Government Occupations with Largest Number of Nonresident Workers
Statewide Alaska 1998

Occupational Title	Nonresident	% Nonresident Workers	Nonresident Earnings	% Nonresident Earnings
General Office Occup.	877	11.5	5,740,993	4.6
Sales Clerks	731	15.2	3,375,510	7.3
Waiters & Waitresses	683	22.2	3,164,233	10.9
Manual Occup.	520	20.4	2,687,469	10.9
Misc. Food & Beverage Preparation Occup.	517	23.6	2,194,051	11.7
Combined Food Prep & Service, Fast Food	482	17.5	1,321,284	11.0
Airplane Pilots & Navigators	445	38.4	36,802,374	44.4
Janitors & Cleaners	408	14.7	2,257,180	6.1
Registered Nurses	396	16.4	5,199,697	6.4
Construction Laborers	372	19.8	3,738,454	12.5
Carpenters	367	18.5	3,381,213	8.2
Cashiers	334	12.5	1,464,509	4.8
Management Related Occup.	318	16.0	3,996,323	7.1
Cooks, Restaurant	301	27.9	1,723,366	14.3
Adult Education & Other Teachers	295	18.2	1,409,391	6.4
Salespersons	284	13.9	2,081,035	5.9
Kitchen Workers, Food Preparation	281	16.7	1,403,002	8.1
Maids & Housemen	259	19.0	1,278,232	9.0
Receptionists	249	12.7	1,473,779	5.3
Child Care Wkrs, Ex. Priv. Households	217	16.3	843,302	7.8
Dispatchers	215	37.6	26,391,143	51.2
Guards & Police, Except Public Service	213	19.6	993,812	6.2
Dancers	212	59.2	445,319	29.4
Waiters'/Waitresses' Assistants	201	25.7	911,436	19.2
Freight, Stock, & Material Movers	201	9.5	1,599,336	3.8
Vehicle Washers & Equipment Cleaners	200	24.2	1,318,051	16.0
Food Counter, Fountain & Related Occup.	196	15.5	674,651	9.3
Stock Handlers & Baggers	195	11.3	1,235,117	5.1
Short-Order Cooks	187	24.1	607,336	15.9
Secretaries	169	7.6	1,693,117	3.2

Source: Alaska Department of Labor and Workforce Development, Research and Analysis

Table 2-C
Private Sector, State and Local Government Occupations with Largest Number of Nonresident
Workers
Fairbanks 1998

Occupational Title	Nonresident	% Nonresident Workers	Nonresident Earnings	% Nonresident Earnings
Combined Food Prep & Service, Fast Food	307	31.8	789,217	22.8
Sales Clerks	239	16.7	1,025,936	6.8
General Office Occupation	226	12.6	1,652,814	6.9
Waiters & Waitresses	197	26.0	820,437	16.1
Plumbers, Pipefitters & Steamfitters	161	37.1	3,635,434	22.7
Manual Occupation	158	20.9	1,075,923	10.7
Janitors & Cleaners	151	17.7	741,326	7.1
Construction Laborers	108	18.9	1,069,077	10.7
Food Counter, Fountain & Related Occupation.	98	20.6	244,670	9.3
Child Care Workers, Except Private Households	97	27.5	348,706	15.9
Postsecondary Teachers	96	18.6	1,398,756	9.4
Salespersons	95	20.3	295,184	5.5
Adult Education & Other Teachers	82	13.6	377,426	4.4
Misc. Food & Beverage Preparation Occupation	81	19.3	326,857	10.3
Carpenters	81	13.1	842,117	5.6
Maids & Housemen	72	16.9	260,497	10.7
Cashiers	69	12.1	343,758	4.7
Receptionists	67	14.6	426,327	6.9
Truck Drivers, Light	67	16.1	368,258	4.7
Cooks, Restaurant	63	25.9	307,827	11.7
Counter Clerks	60	18.3	325,492	10.3
Stock Handlers & Baggers	60	17.4	237,471	6.6
Short-Order Cooks	59	24.4	134,735	11.5
Dancers	56	73.7	91,411	55.2
Management Related Occupation	54	12.1	929,822	6.0
Kitchen Workers, Food Preparation	52	22.7	210,073	11.3
Guards & Police, Except Public Service	51	26.3	255,209	6.5
Freight, Stock, & Material Movers	51	12.7	336,273	4.4
Maintenance Repairers, General Utility	50	19.5	389,262	10.1
Automobile Mechanics	48	14.4	561,207	6.4
Social Workers	47	8.2	543,776	4.0
Teacher Aides	44	10.5	200,834	4.7
Airplane Pilots & Navigators	44	29.3	802,893	16.3
Electricians	43	11.3	932,107	6.4
Bookkeepers & Accounting Clerks	40	6.7	417,876	2.8
Vehicle Washers & Equipment Cleaners	39	19.0	155,384	8.7
Secretaries	38	7.1	324,778	2.8
Bank Tellers	36	20.5	321,957	13.2
Bartenders	35	13.9	158,272	6.8
Truck Drivers, Heavy	34	11.1	602,907	5.5
Registered Nurses	34	13.5	519,098	7.4

Source: Alaska Department of Labor and Workforce Development, Research and Analysis

Table 2-D
Private Sector, State and Local Government Occupations with Largest Number of Nonresident Workers
Balance of State 1998

Occupational Title	Nonresident	% Nonresident Workers	Nonresident Earnings	% Nonresident Earnings
Cannery Workers, Incl. Seafood Process	12,382	74.0	84,353,065	67.1
Misc. Hand Working Occupation	1,044	73.1	7,073,316	63.1
Manual Occupation	968	20.3	7,202,116	14.1
Sales Clerks	756	18.6	4,172,185	11.7
Waiters & Waitresses	724	35.1	3,145,984	23.8
Guides	644	60.1	4,585,982	56.3
Sailors & Deckhands	587	47.0	9,180,918	42.7
General Office Occupation	580	12.6	5,867,970	8.0
Maids & Housemen	554	29.3	3,667,421	22.2
Fishers	489	68.1	5,855,465	73.3
Construction Laborers	463	14.8	5,060,280	11.4
Carpenters	434	16.9	5,166,494	10.3
Cooks, Restaurant	416	42.2	3,284,862	33.3
Misc. Food & Beverage Preparation Occupation	394	27.6	2,092,106	15.6
Cashiers	351	14.9	1,553,846	6.9
Janitors & Cleaners	341	11.5	2,115,997	6.1
Airplane Pilots & Navigators	334	40.5	8,306,649	29.8
Kitchen Workers, Food Preparation	322	24.2	2,541,604	17.8
Registered Nurses	284	23.0	5,162,950	13.2
Electricians	249	26.1	9,094,156	22.9
Ship Captains & Mates	247	42.0	7,864,196	37.3
Operating Engineers	237	16.3	8,625,821	13.6
Teacher Aides	234	7.6	852,515	2.8
Extractive Occupation	234	26.1	10,492,616	23.2
Welders & Cutters	234	36.4	6,856,716	28.2
Elementary School Teachers	220	8.0	3,678,318	4.2
Maintenance Repairers, General Utility	219	17.5	4,629,232	15.5
Cooks, Institution & Cafeteria	215	21.8	2,865,189	17.3
Freight, Stock, & Material Movers	212	23.9	2,891,287	17.9
Petroleum Technologists & Technicians	202	29.3	20,231,562	34.3
Bartenders	199	20.2	981,581	10.0
Stevedores	193	22.3	1,890,495	17.1
Heavy Equipment Mechanics	187	23.4	6,879,092	19.8
Misc. Occupation	185	39.4	1,876,899	34.9
Marine Engineers	183	55.0	5,767,050	44.2
Management Related Occupation	182	9.6	6,939,065	10.7
Hand Packers & Packagers	179	54.2	791,257	33.3
Truck Drivers, Heavy	176	16.2	4,258,848	13.9
Secondary School Teachers	159	14.7	2,362,424	6.8
Bookkeepers & Accounting & Auditing Clerks	156	7.9	1,737,597	4.1
Production Inspectors, Checkers & Examiners	155	77.1	1,638,729	56.0
Child Care Workers, Except Private Households	154	17.9	579,520	8.9
Hotel Clerks	153	32.1	1,019,670	21.6
General Managers & Other Top Executives	148	11.8	5,266,142	9.2

Source: Alaska Department of Labor and Workforce Development, Research and Analysis

TABLE 3 MOST FREQUENT ALIEN CERTIFICATION REQUESTS, BY OCCUPATION ALASKA 1998 (Estimated)	
Occupation	Estimated Number of Positions
Marine Products Technicians and Supervisors	645
No other occupations had a significant number of alien certification requests. *Includes Processing and Surimi and Roe Technicians Source: Alaska Department of Labor and Workforce Development, Employment Service	

TABLE 4
Number of Unemployed and Unemployment Rate--Alaska

	January 2000		1999 Annual Average	
	Number	Rate	Number	Rate
Alaska Statewide	23,320	7.4	20,072	6.4
Anchorage-MatSu Region	9,730	5.6	8,527	4.6
Municipality of Anchorage	7,005	4.9	6,360	4.5
MatSu Borough	2,725	9.0	2,406	8.1
Gulf Coast Region	3,875	12.3	3,313	9.9
Kenai Peninsula Borough	2,883	14.0	2,378	11.0
Kodiak Island Borough	454	7.2	484	7.0
Valdez-Cordova	588	12.2	450	8.8
Interior Region	3,833	8.0	3,215	6.5
Denali Borough	176	14.4	96	8.1
Fairbanks North Star Borough	2,946	7.0	2,572	5.9
Southeast Fairbanks	377	14.9	257	10.2
Yukon-Koyukuk	333	16.7	290	14.3
Northern Region	850	10.2	878	10.6
Nome	347	10.9	359	11.4
North Slope Borough	245	7.8	242	7.8
Northwest Arctic Borough	258	12.6	276	13.5
Southeast Region	3,515	9.6	2,649	6.8
Haines Borough	175	15.3	133	11.1
Juneau Borough	861	5.6	844	5.0
Ketchikan Gateway Borough	753	11.1	537	7.5
Prince of Wales-Outer Ketchikan	624	19.2	425	12.8
Sitka Borough	244	6.1	224	5.2
Skagway-Hoonah-Angoon	309	14.0	150	6.7
Wrangell-Petersburg	510	15.0	310	8.9
Yakutat Borough	40	13.5	26	8.4
Southwest Region	1,517	10.3	1,252	8.6
Aleutians East Borough	133	8.2	55	3.6
Aleutians West	268	12.9	134	6.9
Bethel	500	8.4	528	8.8
Bristol Bay Borough	71	11.3	46	7.6
Dillingham	178	10.0	130	7.5
Lake & Peninsula Borough	51	8.8	45	7.9
Wade Hampton	317	15.2	314	15.1

Source: Alaska Department of Labor and Workforce Development, Research & Analysis

TABLE 5
ALASKA NONAGRICULTURAL WAGE AND SALARY EMPLOYMENT FORECAST
2000-2001

	Statewide Annual Average 2001	Statewide Annual Average 2000	Statewide Percent Change 2000-01	Anchorage Percent Change 2000-01	Fairbanks Percent Change 2000-01
Industry					
Mining	9,300	9,350	-0.5	-3.8	12.5
Construction	14,600	14,250	2.5	1.3	5.3
Manufacturing	13,500	13,600	-0.7	9.1	-8.3
Seafood	8,200	8,300	-1.2		
Forest Products*	1,500	1,600	-6.3		
Transportation	27,200	26,700	1.9	2.8	0.0
Trade	58,950	58,100	1.5	1.6	2.1
Fire	12,800	12,900	-0.8	-1.3	2.4
Services & Misc.	76,000	73,200	3.8	3.8	3.5
Government	73,750	74,100	-0.5	-1.0	0
Total	286,100	282,200	1.4	1.6	1.8
*Forest Products includes Pulp Mills, Logging and Lumber.					
FIRE = Finance, Insurance & Real Estate					
Source: Alaska Department of Labor and Workforce Development, Research & Analysis					

Table 6 Private Sector, State and Local Government Wage and Salary Workers Top 50 Occupations with 100 or More Total Workers by Sex Alaska 1998 Sorted by Percent Female			
Occupation	Male Workers	Female Workers	Pct. Female
Machinists	149	0	0.0
Industrial Machinery Repairers	369	2	0.5
Rail & Track Laying Equipment Operators	135	1	0.7
Drywall Installers	128	1	0.8
Sheet Metal Workers	213	2	0.9
Carpet & Soft Tile Installers	174	2	1.1
Small Engine Repairers	172	2	1.1
Drillers, Oil Well	156	2	1.3
Bus & Truck Engine, & Diesel Engine Mechanic	514	7	1.3
Extractive Occup.	754	12	1.6
Heavy Equipment Mechanics	1,129	19	1.7
Automobile Mechanics	1,813	33	1.8
Aircraft Engine Mechanics	435	8	1.8
Welders & Cutters	730	14	1.9
Machinery Maintenance Occup.	412	8	1.9
Helpers; Electricians	150	3	2.0
Grader, Dozer, & Scraper Operators.	296	6	2.0
Supervisors; Overall Construction	474	10	2.1
Plumbers, Pipefitters & Steamfitters	1,272	27	2.1
Boat & Barge Operators	132	3	2.2
Concrete & Terrazzo Finishers	173	4	2.3
Drillers, Earth	167	4	2.3
Electrical Power Installers & Repairers	493	13	2.6
Electrical Repairers, Commercial & Industrial	223	6	2.6
Glaziers	141	4	2.8
Excavating & Loading Machine Operators	738	21	2.8
Ship Captains & Mates	394	11	2.7
Glaziers	142	4	2.7
Power Plant & Systems Operators	461	13	2.7
Concrete & Terrazzo Finishers	195	6	3.0
Grader, Dozer, & Scraper Operators	285	9	3.1
Misc. Material Moving Equipment Oprs.	849	27	3.1
Excavating & Loading Machine Oprs.	707	24	3.3
Electricians	1,816	55	2.9
Structural Metal Workers	230	7	3.0
Aircraft Mechanics (Except Engine Specialists)	557	17	3.0
Heating, Air & Refrigeration Mechanics	260	8	3.0
Roofers	323	10	3.0
Carpenters	4,359	145	3.2
Power Plant & Systems Operators.	570	20	3.4
Mgr; Mining, Quarrying, Well Drilling	113	4	3.4
Ship Captains & Mates	393	14	3.4
Industrial Truck & Tractor Equipment Opr	195	7	3.5
Logging Occupations	215	8	3.6
Longshore Equipment Oprs.	132	5	3.6
Misc. Material Moving Equipment Oprs.	814	32	3.8

Table 6 Private Sector, State and Local Government Wage and Salary Workers Top 50 Occupations with 100 or More Total Workers by Sex Alaska 1998 Sorted by Percent Female			
Occupation	Male Workers	Female Workers	Pct. Female
Millwrights	174	7	3.9
Roustabout	273	11	3.9
Truck Drivers, Tractor-Trailer	727	30	4.0
Sheetmetal Duct Installers	116	5	4.1
Source: Alaska Department of Labor and Workforce Development, Research & Analysis			

