

## APPENDIX A: Iowa Language Learners Job Training Program Application Guidance

Please review the following guidance when preparing your grant application in IowaGrants.gov. The application gathers general information, narratives, budget information, and attachments. Each section includes prompts that must be addressed.

### General Information

Complete Cover Sheet-General Information. On this form, applicants will enter basic information about their organization including:

- Contact information of your organization's Primary Point of Contact and may include an Authorized Representative
- Contact information of your organization's Fiscal Officer/Agent
- Identification of County(ies) participating, involved, or affected by the proposal
- Identification of Congressional District(s), Iowa Senate District(s), and Iowa House District(s) involved or affected by the proposal

### Program Information

Enter basic information about their application including:

- Legal Organization Name (must match W-9 exactly)
- Organization type (Government, Nonprofit, Higher Education, Business, etc.)
- Business Address and Program Address (if different than business address)
- Primary Point of Contact Phone Number and Email Address
- Program's proposed start and end dates
- Amount requested

### Program Description

Provide a brief summary (no more than three sentences) that tells us what you are proposing, the program goal, and the anticipated outcomes.

### Defined Barriers/Description of Documented Need

Provide a description of the barriers your organization faces and how it relates to the needs of the employer, employees and community. Demonstrate the need for this program and how this information was obtained either through surveys, reporting data sets, job loss or satisfaction, length of time data was collected, and relationship to pandemic-related events, number of employees that are not proficient in the English language, etc. This area provides the justification for your program proposal.

### Program Plan Narrative/Training Approach

Provide details of the language training plan related to the stated needs and barriers. Describe details of the training process supported by the grant funds including how the training will be delivered, length of time, optional earned certificates, skills and/or expansions, credentials and/or certifications of instructors, and how the language skills learned will be reflective of the occupation. Provide details of how those participating will be of benefit from the program and

describe how individuals are recruited and selected for the training program. Include a description of occupations, wages, targeted population and size, # of participants in each training, # of planned cohorts, and demographics. Provide details of location, such as onsite vs offsite. If location is offsite, details of a transportation plan and expenses must be included.

#### **Partnerships/Collaborations (if applicable)**

Detail significant collaborations and partners for the program and how these play a key role in program success. Describe what role outside entities/partners will play in the language learning program and include descriptive letters of support. Include any previous collaboration with partner(s).

#### **Program Retention, Measurement and Evaluation**

Provide a staff retention plan that describes how participants will be retained once the program is completed, including wage information. Provide a descriptive list of key tasks, performance measures, and outcomes related to performance measures and how you will measure these. Provide a detailed timeline outlining specific tasks, completion rates and responsibilities related to the stated performance measures. Describe the evaluation tool, how you will measure the skills/success of the program, as well as the delivery method of how you will evaluate and the success indicators of the program. List the metrics used.

#### **Program Sustainability**

Describe the steps that will be taken to ensure the sustainability of the program beyond the grant period, if deemed successful. List who/how the program will be administered, community partners, potential adaptations, etc. Applicants without a detailed sustainability plan will not be considered.

#### **Organizational Capability**

Describe the related experience of the applicant including information about the business's staff size, organizational structure, as well as the length of time in business and changes to staff over time. Describe how the applicant will develop a long-term, sustainable program to continue to provide language training programs. Include an organizational structure and involved staff.

#### **Budget Narrative and Budget Spreadsheet – Appendix F**

Provide a descriptive budget narrative that further explains the budget spreadsheet. Explain items listed in column B of the budget spreadsheet proposed costs and an overview of how the costs were calculated. Indicate the requested funding amount and describe the nature of the funds for this grant and indicate whether they are on hand and ready for use.

Ensure the total grant funds requested in your application match the total amount included on the Budget Spreadsheet (Appendix F). Upload the completed Budget Spreadsheet as an Excel document in the application forms section – **BUDGET MUST BE UPLOADED AS AN EXCEL FILE ON THE TEMPLATE PROVIDED.**

### **Application Attachments**

Upload the following in the Attachment section of [lowagrants.gov](http://lowagrants.gov):

- Letters of commitment from key partners (combine and upload as a single PDF document). These are not reference letters, applicants must include a letter from any significant partner listed in the application that details the commitment.
- Completed Budget Spreadsheet form (Appendix F) (upload as Excel spreadsheet).

### **Minority Impact Statement**

Pursuant to 2008 Iowa Acts, HF 2392 Iowa Code Section 8.11, all grant applications submitted to the State must include a Minority Impact Statement. This requires applicants to consider the potential impact of the grant's proposed programs or policies on minority groups. This form includes a series of questions for the applicant to complete identifying either a potential positive impact, negative impact, or no impact.