

## **APPENDIX B: Coronavirus Relief Registered Apprenticeship Incentive Program for High Schools, Non-profits and Small Businesses Frequently Asked Questions (FAQ)**

### **1. What is the purpose of the Coronavirus Relief Registered Apprenticeship Incentive program for post-secondary institutions and healthcare employers?**

The purpose of the Corona Virus Relief Registered Apprenticeship Incentive Program is to increase Registered Apprenticeship Training Programs in Iowa. The fund will provide grants for the purchase of equipment, tools, simulators, related training instruction materials, updated curriculum or other necessary items to expand or create new Registered Apprenticeship programs that provide for on-line learning as well as hands-on when necessary and safe.

The intent is to increase the number of Registered Apprenticeship Training Programs among post-secondary institutions and healthcare employers, therefore, expanding opportunities for lowans whose employment has been affected by or eliminated because of the coronavirus pandemic including low skilled workers who are veterans, returning citizens, members of underrepresented communities, minorities, women, lowans with disabilities, or low-income lowans.

### **2. Who will decide which applications receive funding?**

Iowa Workforce Development will identify application panels to review and score proposals.

### **3. What will Iowa Workforce Development take into account when determining grant awards?**

Iowa Workforce Development will evaluate applications based on a number of criteria including, but not limited to, the scoring guidance referenced in the scoring rubric (Appendix C)

- a. The proposal plan clearly indicates the ability to enhance and/or establish a Registered Apprenticeship program within the timeframe indicated.
- b. Letters of commitment from key partners.
- c. The proposal's connection to high-demand jobs from the State Workforce Board list, regional community college lists, locally identified high-demand jobs supported by regional or statewide data, innovative measures, geographic diversity and equity.
- d. The proposal's target participants, priority will be given to successful proposals engaging with Iowan's whose jobs have been affected by the coronavirus pandemic.
- e. Whether the plan includes community engagement by including community partners or incorporating existing community programs.

**5. Are applicants required to identify specific project goal(s), such as how many participants, employers, etc.?**

Yes, all applications must include performance measures that logically connect a project's goal(s). Performance measures should include to the extent possible whether the expected results were achieved.

**6. How will Iowa Workforce Development ensure Coronavirus Relief Registered Apprenticeship Incentive funds are used as intended?**

IWD will review programmatic and financial reports to evaluate grant progress. In addition, IWD may provide ongoing technical assistance to grantees may schedule site visits and may coordinate in-person or desk reviews as needed. All successful applicants will be required to produce any requested documentation IWD believes is relevant to determine funds have been expended appropriately.

**7. What are allowable expenses?**

The fund can be used for the purchase of equipment, tools, simulators, related training instruction materials, updated curriculum or other necessary items to expand or create new Registered Apprenticeship programs that provide for on-line learning as well as hands on when necessary and safe.

**8. Who can apply?**

Eligible applicants include post-secondary institutions and healthcare employers that are in good standing with the State of Iowa. Applicants must reside or have their primary place of business in Iowa or hire and employ Iowans within the state for employment. IWD encourages applicants to cultivate partnerships to enhance project activities and outcomes.

Applicants are required to include a letter of commitment from any key project partner with the application submission.

Grantees must comply with all applicable provisions of state and federal laws pertaining to nondiscrimination, sexual harassment, and equal employment opportunity.

**9. Are current Registered Apprenticeships eligible to receive Coronavirus Relief Fund Registered Apprenticeship Incentive Funds?**

Yes. Current Registered Apprenticeship Programs may submit proposals to expand or create new Registered Apprenticeship programs that provide for on-line learning as well as hands-on when necessary and safe.

**10. When is the application due?**

Monday, October 12, 2020, by 11:59 pm central time.

**11. When will awardees be notified?**

Not later than Monday, October 19, 2020.

**12. What is the project timeline for expending the funds?**

Successful applicants must expend awarded funds by December 31, 2020 and all funds not expended by the grantee must be returned to IWD by January 5, 2021.

**13. Is there a maximum award?**

\$250,000 per applicant

**14. Will all applications be awarded?**

Submission of an application does not guarantee an award.

**15. What are the steps to create a Registered Apprenticeship?**

Step 1: Have you contacted an Iowa *WORKS* Business Marketing Specialist (BMS) through [www.earnandlearniowa.gov](http://www.earnandlearniowa.gov) to schedule an introductory meeting?

Step 2: Have you met with an Iowa *WORKS* BMS to talk about your company's or high school's goals to start a RA program?

Step 3: Have you developed the on-the-job training (OJT) and classroom components of the RA program with the BMS? Do you have a committed employer ready to sign onto your program?

Step 4: Has your program been referred to the U.S. Department of Labor/Office of Apprenticeship for draft Standards of Apprenticeship? **This is the step that grantees need to accomplish before Dec 31.**

Step 5: Have you signed your Standards of Apprenticeship and officially registered?

Step 6: Does your company need assistance in recruiting candidates for your RA program? **These steps need to be completed by Feb. 28, 2021**