

APPENDIX A: Iowa Entry-Level Driver 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
- SAM.gov unique identifier (awarded projects will be required to register with SAM.gov)

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

This area provides the justification for your program proposal. 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. Describe the relationship of this need to pandemic-related events.

Program Plan Narrative/Training Approach

Provide details of how this training plan related to the stated needs and barriers. Describe details of the training process supported by the grant funds including curriculum instruction information separated by hours, how the training will be delivered and total length of time. Include details of the number of participants in each training, expected certificates, skills and credentials participants will earn upon completion, and certifications of instructors. Describe how individuals

are recruited and selected for the training program, number of planned cohorts and anticipated number of individuals per cohort, include a description of occupations and wages, both prior to and post training. List any possible expansion options of the program within the business and to other businesses/community and how those decisions will be made.

Partnerships/Collaborations (if applicable)

Detail any collaborations and partners for the training program and how these play a key role in program success. Provide letters of support if utilizing a third-party training provider.

Program Retention, Measurement and Evaluation

Provide a staff retention plan that describes how participants will be retained once the program is completed along with past and current staff retention statistics. Provide a descriptive list of key tasks, performance measures, and outputs related to performance measures and how you will measure these. Describe the participant evaluation tool, and metrics used as success indicators for the program.

Organizational Capability

Describe details of the business such as years of operation, business's staff size, as well as various locations the business services or has a physical location. Describe the organizational structure of the business including how and who will be administering this program, including instructors.

Budget Summary and Budget Spreadsheet – Appendix D

Provide a descriptive budget narrative that further explains the budget spreadsheet. Explain items in column B of the budget spreadsheet proposed costs and how the costs were calculated.

Ensure the total grant funds requested in your application match the total amount included on the Budget Spreadsheet (Appendix D). Upload the completed Budget Spreadsheet (Attachment D) 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:

- 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 D) (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.

