Notice of Funding Opportunity

State Agency Name: Iowa Workforce Development
Funding Opportunity Title: Corona Virus Relief Fund Future Ready Iowa Employer Innovation Fund
Announcement Type: Initial
CFDA Number (if applicable): Not applicable

Important Dates

- Deadline: Applications for the funds are due by **Wednesday, September 16, 2020, at 11:59** p.m. Central Standard Time. Additional application rounds will be determined depending on the availability of funds.
- Application Notification: A Notice of Intent to Award will be posted on the Future Ready Iowa website https://www.futurereadyiowa.gov/innovation.

Program Description

1.   Purpose

The purpose of the Corona Virus Relief Employer Innovation Fund is expanding opportunities for Iowans 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, Iowans with disabilities, or low-income Iowans. The programs will provide Iowans the opportunity to earn for-credit and non- credit postsecondary credentials leading to high-demand jobs. Applicants include employers, community leaders and others who will collaborate to address local workforce needs. Future Ready Iowa establishes the goal of 70 percent of Iowans in the workforce having education or training beyond high school by the year 2025, and seeks to strengthen and expand the talent pipeline longer term. The Coronavirus Relief Fund provides funding to states to address issues caused by the pandemic including recovery efforts. This fund will award competitive grants to support local initiatives that accelerate credential attainment. Iowa Workforce Development is seeking collaborative applications that propose new, cutting-edge ideas as well as proven strategies that will help return affected Iowans to the workforce as quickly as possible in high demand careers.

The purpose of this Notice of Funding Opportunity is to solicit applications that will enable Iowa Workforce Development (IWD) to award grant funding to support the goals of the Coronavirus Relief Employer Innovation Fund and Future Ready Iowa and accelerate Iowa's recovery from the pandemic.

2. Funding Priorities

IWD seeks to prioritize the investment of resources in the following areas:

a. Iowans whose jobs have 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, Iowans with disabilities, or low-income Iowans.

b. Innovative and creative initiatives lead by employers to address local needs and expand opportunities for credit and noncredit education and training leading to high-demand jobs.

c. Earning of high-demand credentials by Iowans from underrepresented populations (African-American, Hispanic, American Indian/Alaskan, and Native Hawaiian/Pacific Islander).

d. Strategies that increase the number Iowans whose jobs have been affected by the coronavirus obtaining support and training for high-demand jobs.

e. Proposals that include performance-based bonuses for high school students who earn national-industry-recognized credentials in high-demand fields.

f. Proposal's connection to high-demand jobs from the State Workforce Board list, regional community college lists, locally identified high-demand jobs or non- credentialed programs supported by regional or statewide data, innovative measures, geographic diversity and equity.

g. Proposal expands internships leading to high-demand jobs.

h. Proposal includes community engagement with community partners or incorporating existing community programs.

3. Performance Measures

All applications must include performance measures that logically connect a project's goal(s) with proposed activities. Performance measures should include whether the expected results were achieved.

4.   Program Authority

IWD's authority to award the grants may found in the CARES Act as delegated by Governor Kim Reynolds pursuant to her authority under the same act.   The framework for the receipt and evaluation of the grants is as provided under the Future Ready Iowa Act.

5.   Definitions

High-demand job: A job identified by the workforce development board or a community college pursuant to Iowa Code §84A.1B, subsection 13A.

Outcome: A type of performance measure that indicates progress toward achieving the intended result of a program and usually represents a change in the situation of beneficiaries of a service, such as completing a training program or securing employment upon completion of training provided.

Participant: A reportable individual who has received grant-assisted services.

Award Information

1.   Estimated Available Funds

Governor Kim Reynolds has designated $5 million from the Coronavirus Relief Fund that Iowa received under the CARES Act. The source of funding is the federal CARES Act.   Unlike the Future Ready Iowa Employer Innovation Fund grants, no matching funds are required for this grant program.

2.   Estimated Award Amount

IWD anticipates awarding grants ranging from $1,000 to $100,000. Grant awards may vary in amount as determined by the scope of the project and the availability of funding (based on number of applications received). Funding decisions are made as funding is available and IWD is not obligated to provide any requested amount or the maximum grant amount.   The intent is to fund as many programs as possible, throughout the state, and funds will be awarded accordingly.

3. **Project and Award Period**

Pursuant to the CARES Act, funds received as part of this program must be entirely spent by December 31, 2020, with services provided no later than February 28, 2021. Any funds not expended by that date, must be returned to Iowa Workforce Development no later than January 5, 2021.

Award recipients must provide a detailed report of the use of funds with accompanying documentation supporting the use of funds by February 28, 2021.

4. **Type of Award**

IWD will award cash funds to successful applicants to carryout planned proposals. Funds must be requested by successful applicants no later than December 1, 2020 and expended by December 31, 2020. Any funds not requested by December 1, 2020 will not be provided.

5. **Use of Funds**

The Coronavirus Relief Fund Employer Innovation Fund can be used to support credit and non-credit programs, along with wrap-around support programs such as childcare, transportation, books, equipment, internet access for the duration of the grant and fees or other innovative ideas and proposals that can assist Iowa residents in completing training and education. A maximum amount of 10% of the award may be used for administrative expenses of operating the program or implementing the project.

6. **Reporting Requirements**

Successful applicants will be required to submit vouchers, receipts, expenditures and reports to document how the funds were spent and certify the funds were used in accordance with the grant application and grant program. All grantees must provide a detailed report of the use of funds by February 28, 2021, to the Director of Iowa Workforce Development. The report must include, but is not necessarily limited to:

    a.   Date funds received;
    b.   Amount of funds received;
    c.   The numbers of individuals, agencies and businesses and others who received the funds including amounts received;

d. A description of the activities paid for by the funds, the dates of distribution, along with amounts disbursed for each activity, and the number of participants served;
e. The persistence and/or completion rate for individual supported by the ward, including specific credit or non-credit program completed;
f. Employment and wage outcomes after completion.

7. Payment Schedule

The executed grant agreement will specify conditions for payment and payment schedule.

Eligibility Information

1. Eligible Applicants

Eligible applicants include employers, employer consortiums, community organizations, nonprofits or other entities, including training providers working with the aforementioned groups 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. If an employer is not the lead applicant, applicants are required to include a letter of commitment from an employer as a 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.

2. Additional Consideration

Additional consideration will be given to organizations that demonstrate the administrative capacity and a history of successfully implementing innovative projects, including prior Employer Innovation Fund grant applications. Additional consideration will also be given to organizations and projects in local workforce areas and regions throughout the State of Iowa that document how the project will impact workforce, education and economic development.

Application and Submission Information

1.   Electronic Submission Instructions

Applicants must submit applications electronically via IowaGrants.gov. IWD recommends that applicants create an account and begin the application in advance of the deadline. For registration guidance, refer to "IowaGrants.gov New User Registration Instructions" (see Appendix D). The applicant's authorized representative must be the person who submits the application. The authorized representative must be using his or her own IowaGrants.gov account in order to sign and submit the application. Official email communication from IWD regarding this application will be issued from iowa.grants@webgrantsmail.com. Applicants are required to assure these communications are received and responded to accordingly.

2.   Content

Applicants will enter or attach the following components of a complete application in IowaGrants.gov:

- a. General Information:
    - i. Cover Sheet
    - ii. Project Information
- b. Executive Summary
- c. Narratives:
    - i. Project Design
    - ii. Performance Measures
    - iii. Organizational Capability
- d. Budget Summary & Budget Narrative
- e. Application Attachments
- f. Minority Impact Statement
- g. Authorization, Assurances, and Certification

See Appendix A for further instructions and application guidance.

3. Submission Dates and Times

Please see the Important Dates section at the beginning of this announcement for the submission deadline. IWD reserves the right to extend the submission deadline and any notice of such extension will be posted on IWD's website and/or IowaGrants.gov. Attempted submission of a completed application after the stated due date and time will not be allowed by the system. If a submission is attempted after the published date and time, the applicant will receive a notice stating, "The Funding Opportunity is closed.

Application Review Information

1. Criteria

Demographics	20 points
Goals and Measurements	20 points
Plan	40 points
Budget	20 points
Total	100 points

See Appendix C for a full description of criteria and a scoring rubric.

2. Review and Selection Process

A review team will use the criteria listed in this section to review applications under this funding announcement.

3. Applicant Clarification

Some applicants may receive requests to provide clarifying information and/or make changes to their application including changes to the budget to conform to grant requirements. IWD staff in making funding recommendations use this information. Applications may be recommended for funding even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to requests adequately and in a timely manner may result in the removal of applications from consideration.

4.   Selection for Funding

Decisions to award grants and the funding levels will be determined per application based upon compliance with the requirements of this funding announcement and availability of funds. Applicants may be selected to enter into a grant agreement, finalizing grant terms, budget, scope-of-work provisions, at which time the final decision to make a grant award will be made. Submission of an application is not a guarantee of an award.

Awarding Agency Contact(s)

Please direct any questions regarding this NOFO to:
Kathy Leggett
Kathy.Leggett@iwd.iowa.gov
Iowa Workforce Development
1000 East Grand Avenue
Des Moines, IA 50319

Technical Assistance

Technical Assistance (TA) will be provided throughout the application process, in the form of webinars and direct support.

Other Information

1.   If an applicant fails to meet any eligibility criterion at the time of an application deadline, the application may still be reviewed but the State will not make an award until all eligibility criteria are met.
2.   IWD reserves the right to request additional information from applicants to evaluate applications.
3.   IWD, at its sole discretion, reserves the right to reject all applications; to reject individual applications for failure to meet any requirement; to award in part or total, and to waive minor defects and non-compliance. Such a waiver will not modify the program requirements or excuse the applicant from full compliance with program specifications or grant agreement requirements if the grant is awarded. Submission of an application confers no right to an award or to a subsequent grant agreement.

4. All application submissions become the property of IWD. If funds are awarded, the contents of all applications will be in the public domain at the conclusion of the selection process and will be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other provision of law.
5. IWD is not obligated to award any grants under this program, to pay any costs incurred by the applicant in the preparation and submission of an application or pay any grant-related costs incurred prior to the grant beginning date.
6. All decisions by IWD are final.
7. Upon IWD approval, the successful applicant will receive a grant agreement via email from IWD. The applicant has 10 working days to sign the grant agreement. If the agreement is not executed within 10 working days, IWD reserves the right to cancel the award. IWD, at its sole discretion, may extend the time period for executing the grant agreement.
8. Any grant agreement awarded by IWD shall include specific provisions, terms, and conditions.

APPENDIX A: Coronavirus Relief Fund Future Ready Iowa Employer Innovation Fund 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 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.

Complete Project Information. On this form, applicants will enter basic information about their application including:

- Legal Organization Name
- Organization type (Government, Nonprofit, Institute of Higher Education, Business, etc.)
- Organizational DUNS Number
- Business Address
- Contact information of person for program matters
- A descriptive project title
- Your project's proposed start and end dates
- Estimated grant funding and match amounts

Executive Summary

Provide a brief summary (limited to no more than 3 paragraphs) that identifies and describes the:

- Applicant
- Iowans to be served including certification of local impacts of pandemic on individuals, industries, economy, community, etc.
- Geographic region and community(ies) to be served
- Members of partnerships (if applicable)
- Services to be provided
- Whether the program will offer academic credit
- Anticipated goals and outcomes of this project

Program Design Narrative

- Describe the proposed project and identify proposed activities and goals. Include an outline of a proposed project timeline with key milestones.
- Describe how your project will expand opportunities for credit and/or noncredit postsecondary education and training leading to high-demand jobs for Iowans 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, Iowans with disabilities, or low-income Iowans. Include a description of local barriers created by the pandemic and how you plan to implement innovative strategies to address the barriers and meet local workforce needs.

- Identify which high-demand job(s) the project intends to support or industries adversely affected by the pandemic that you seek to assist. Describe your justification for determining the job(s) as high-demand (State Workforce Board high-demand job list, regional community college list, linked to locally identified high-demand jobs as demonstrated by statewide or regional data, etc.).
- Describe the need for the project and how it will lead to increased skilled workers to fill high- demand job(s), specifically addressing ways the project will assist the local area in the recovery from the pandemic.
- Describe the community or geographic region serviced. Describe how the project will address areas of workforce need throughout the region for Iowans 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, Iowans with disabilities, or low-income Iowans.
- Describe the demographics of participants including those whose employment has been affected or eliminated because of the pandemic. Identify a number and percentage goal for engagement of students or learners whose jobs have been affected by COVID-19, veterans, reentering citizens, underrepresented communities including minorities, women, Iowans with disabilities and low-income Iowans.
- Describe key partners, roles, responsibilities and how they will contribute to the success of the project.
- Describe how the project's goals tie to the larger Future Ready Iowa goal.
- Describe any supportive services or additional benefits of the project. For example, the project will:
    a. Provide assistance to pay for related expenses such as books, equipment, transportation, childcare, or other wrap-around support services.

Performance Measures

- Clearly identify key performance measures including outputs and desired outcomes. Examples include:

    a. Number of participants enrolled
    b. Number of participants whose employment was affected by or eliminated due to pandemic enrolled

c.   Number of participants from an underrepresented population enrolled
d.   Number of participants completing program and received credential
e.   Number of participants with secured employment in a high-demand job

- Describe your plan and ability to track and measure each outcome.
- Describe how you will measure the success with an emphasis on enrollment and project completion.

Organization Capability Narrative

- Describe the related experience of the applicant and partners (if applicable) responding to the funding announcement including previous collaborative projects. Subcontracting to implement the program will not be permitted.
- Provide information about the applicant's size, structure, as well as the length of time in business, identify name and contact information of chief financial officer.
- Include a list of the applicant's staff, including partner staff, to be assigned to the project. Describe the role each staff person will fulfill as well as the primary person who will serve as the lead point of contact for the project to IWD. Include a description of relevant work experience.

Budget Summary and Budget Narrative

- Complete the budget summary form. Ensure totals reconcile with the amounts included on the Project Information form.
- Complete the Budget Narrative (see Appendix E for a template) to describe your plan to utilize funds and the Coronavirus Relief Fund Employer Innovation Fund grant. Include a description of proposed costs and an overview of how budgeted costs are calculated. Upload the completed Budget Narrative form in the Application Attachments section.

Application Attachments

Upload the following in the Attachment section in IowaGrants.gov:
- Letters of commitment from key partners (combine and upload as a single PDF document)
- Completed Budget Narrative form (Appendix E)

Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2392, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa must include a Minority Impact Statement. This requires applicants to consider the potential impact of the grant project'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.

APPENDIX B: Coronavirus Relief Fund Employer Innovation Fund Frequently Asked Questions (FAQ)

1. **What is the purpose of the Coronavirus Relief Fund Employer Innovation Fund?**

   The purpose of the Corona Virus Relief Employer Innovation Fund is expanding opportunities for Iowans 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, Iowans with disabilities, or low-income Iowans. The programs will provide Iowans the opportunity to earn for-credit and non- credit postsecondary credentials leading to high-demand jobs. Applicants include employers, community leaders and others who will collaborate to address local workforce needs. Future Ready Iowa establishes the goal of 70 percent of Iowans in the workforce having education or training beyond high school by the year 2025, and seeks to strengthen and expand the talent pipeline longer term. The Coronavirus Relief Fund provides funding to states to address issues caused by the pandemic including recovery efforts. This fund will award competitive grants to support local initiatives that accelerate credential attainment. Iowa Workforce Development is seeking collaborative applications that propose new, cutting-edge ideas as well as proven strategies that will help return affected Iowans to the workforce as quickly as possible in high demand careers.

2. **What for-credit and non-credit post-secondary credentials qualify?**

   Qualifying credentials include post-secondary certificates, diplomas leading to high-demand jobs. Education or training programs do not have to be Pell Grant

eligible to qualify for the Employer Innovation Fund. They can be shorter than 15 weeks and priority will be given to short-term programs that enable Iowans to earn a credential as quickly as possible.

3. Who will decide which applications receive funding?

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

4. 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.

a. 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.

b. 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.

c. Whether the proposal increases the number of Iowans receiving support for related expenses such as books, equipment, transportation, child care, internet access for the duration of the grant and other wrap-around assistance to help new high school graduates and adult learners complete education or training for high-demand jobs.

d. Whether the proposal includes performance-based bonuses paid when high school students earn national industry-recognized credentials aligned with high-demand jobs that meet regional workforce needs.

e. Whether the proposal expands internships leading to high-demand jobs.

f. Whether the proposal offers innovative ways of expanding opportunities to earn for-credit and non-credit credentials for education or training leading to high-demand jobs.

g. Whether the proposal addresses areas of workforce need throughout the region.

h. Whether the plan includes community engagement by including community partners or incorporating existing community programs.

5. **Will work-based learning be an allowable use of the Iowa Employer Innovation Fund?**

It depends. The funds awarded under this grant must be fully expended by December 31, 2020 so any program that is created must be capable of completion by the end of the calendar year. The purpose of the Coronavirus Relief Fund Employer Innovation Fund is to expand opportunities for Iowans to earn for- credit and non-credit post-secondary credentials preparing them for high-demand jobs including Iowans 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, Iowans with disabilities, or low-income Iowans.   If the initiative is part of an innovative, creative proposal that directly impacts the goal of earning credentials of value, among other factors, it may be considered.

6. **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) with proposed activities and demonstrate an overall theory of change. Performance measures should include to the extent possible whether the expected results were achieved.

7. **If an application is not selected in the first round, will it automatically be considered in the next round or must it be resubmitted?**

Iowa Workforce Development plans to announce additional application rounds for the Coronavirus Relief Fund Employer Innovation Fund, if funding is available after the first application round. Submitted applications that are not selected will not be automatically considered during future rounds. Iowa Workforce Development encourages applicants to re-apply if future rounds are announced. We will also provide feedback regarding why an application was not approved and what can be done to improve it in the next round if available.

8. **How will Iowa Workforce Development ensure Coronavirus Relief Fund Employer Innovation 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.

9.   **What are allowable expenses?**

The fund can be used to support for-credit and non-credit credential attainment, along with wrap- around support, such as childcare, transportation, books, equipment, internet access during the grant period and fees or other innovative ideas and proposals that help Iowans complete education or training beyond high school leading to high- demand jobs. A maximum allowance of 10% can be used for administrative expenses of operating the program or implementing the project.

10.   **Who can apply?**

Eligible applicants include employers, employer consortiums, community organizations, nonprofits and other entities. If the applicant is not an employer, the organization(s) must be aligned with one or more employers and demonstrate this via an employer commitment letter in the proposal.

11.   **Are Registered Apprenticeships eligible to receive Coronavirus Relief Fund Employer Innovation Funds?**

Yes. Registered Apprenticeship Programs may submit proposals to address barriers created by the pandemic and assuming apprentices are recruited specifically from the above referenced target populations.

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

Wednesday, September 16, 2020, by 11:59 pm central time.

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

Not later than Wednesday, September 23, 2020.

14. **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.

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

   $100,000 per applicant (not per project).

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

   Submission of an application does not guarantee an award.

APPENDIX C: Corona Virus Relief Fund Employer Innovation Fund Application Rubric

Demographics - 20 points

Plan sets a goal of less than 30% of participants representing the target populations (listed below)	0-5 points
Plan sets a goal of 31% - 50% of participants representing the target populations (listed below)	6-10 points
Plan sets a goal of 51% or higher of participants representing the target populations (listed below)	11-20 points

Target participants are Iowans whose jobs have 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, Iowans with disabilities, or low-income Iowans.

Goals and Measurements - 20 points

Goals reflect at least two stated priorities	0-9 points

Goals reflect at least four stated priorities	10-19 points
Goals reflect more than four stated priorities	20 points

- Target Iowans whose jobs have 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, Iowans with disabilities, or low-income Iowans.
- Increasing the number of Iowans completing non-credit or for-credit education and training programs leading to high-demand jobs in the state.
- Increase the number of online training programs completed by Iowans in the affected groups
- Addressing barriers to completion by providing tuition, books, tools, equipment, computers, childcare, transportation, internet access for the duration of the grant or other wrap around support for Iowans enrolling in non-credit or for-credit education and training programs leading to high-demand jobs in the state or region.
- Addressing critical workforce shortage in local area
- Providing clear, measurable goal(s) within the timeframe of the project.

Plan - 40 points

Plan includes at least two of the below concepts	0-10 points
Plan includes at least three of the below concepts	11-20 points
Plan include 4 or more of the below concepts	21-40 points

- Targets Iowans whose jobs have 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, Iowans with disabilities, or low-income Iowans.
- Identifies high-demand jobs from the state list, regional community college list or otherwise meets identified regional job needs based on appropriate supporting documentation for non-credit education and training such as IT, CDL or CNA (non-credit programs do not include employer-provided training).

- Plan describes participant recruitment efforts of the above referenced groups and includes increased completion strategies and retention plans.
- Plan increases available funding for tuition to enroll in for-credit or non-credit education and training programs.
- Plan increases available funding to pay for wrap-around support, such as books, equipment, transportation, internet access for the duration of the grant and child care to increase program completion rates of participants.
- Plan offers innovative ways of expanding opportunities to earn for-credit and non-credit education and training for credentials leading to high-demand jobs, including out-of-the-box solutions or creative resolutions to longstanding problems.
- Plan include community engagement by including community partners or incorporating existing community programs as evidenced by commitment letters from community partners.
- Plan describes plan for collecting outcome data including completion rates, wage and job outcomes, etc.

Budget - 20 points

Plan exceeds 10% administrative costs.	% above 10 will not be approved
Plan includes and explains below criteria	0-20 points

- Budget does not include more than 10% for administrative expenses, personnel costs or expenses providing direct support for registered apprenticeships.
- Budget is complete.
- Budget meets required timeline.
- Budget aligns with stated goals and plan.

APPENDIX D: IowaGrants.gov New User Registration Instructions

Are you new to IowaGrants.gov? Follow these basic instructions to create an account and begin your grant application.

1. Go to http://www.IowaGrants.gov

2. Click "New Users Register

3. Enter your first and last name.

4.   Choose an Account ID name. Please note this will be your user ID in the system.

Create Account

DOM Electronic Grant Management System

Account Id:
MickeyMantle @IOWAID

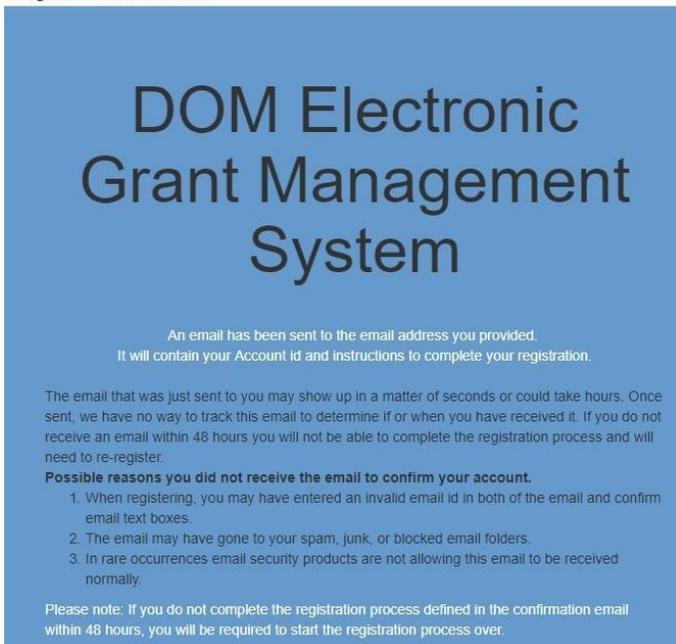First Name:
Mickey

Last Name:
Mantle

Email:
mmantle@test.com

Confirm Email:
mmantle@test.com

Save Account Details   Cancel   Help

5. Click "Save Account Details." You may receive a pop-up message that asks if you want to continue with your registration. Click "OK."

6. Next, you will receive a confirmation email.

Registration Confirmation

DOM Electronic Grant Management System

An email has been sent to the email address you provided.
It will contain your Account id and instructions to complete your registration.

The email that was just sent to you may show up in a matter of seconds or could take hours. Once sent, we have no way to track this email to determine if or when you have received it. If you do not receive an email within 48 hours you will not be able to complete the registration process and will need to re-register.

Possible reasons you did not receive the email to confirm your account.
1. When registering, you may have entered an invalid email id in both of the email and confirm email text boxes.
2. The email may have gone to your spam, junk, or blocked email folders.
3. In rare occurrences email security products are not allowing this email to be received normally.

Please note: If you do not complete the registration process defined in the confirmation email within 48 hours, you will be required to start the registration process over.

7. Open the confirmation email and follow the instructions. You'll:
   a. Click a confirmation link
   b. Choose security questions

    c. Confirm a password

8. Go to IowaGrants.gov and into your account with your new username and password to finish activation.

9. Enter your basic information and select your Program Area of Interest.

10. Click Register.

11. Your registration is now pending final system approval. You will receive a confirmation email once approval is complete.

If you have any questions regarding these instructions or want additional assistance, please contact Kathy Leggett, Future Ready Iowa Policy Advisor, at kathy.leggett@iwd.iowa.gov or (515) 204-1378.

APPENDIX E: Employer Innovation Fund Budget Narrative

Please refer to the template excel spreadsheet provided in the attachment section of the IowaGrants.gov Funding Opportunity announcement.

Complete the budget narrative form to provide additional information and justification for the proposed budget. Attach your final budget narrative to your application submission in IowaGrants.gov.