

Iowa Entry-Level Driver Training Program

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Agenda

- Introductions
- Grant Overview
- Federal Requirements
- IowaGrants.gov Video
- Q&A

Please put questions into the chat.

We will answer any questions live that we are able to today. A complete Q&A as well as this slideshow will be posted on the Future Ready Iowa webpage as soon as possible after this webinar.

<https://www.futurereadyiowa.gov/entry-level-driver>

Grant Purpose

To reimburse Iowa-based employers, employer consortiums and non-profits that provide Entry-Level Driver Training (ELDT) for their employees either in-house or through a partnership with Iowa based third-party certified training providers.

Training Requirements

Training must meet the minimum federal standards that entry-level drivers are required to complete.

Training providers must be certified with the Federal Motor Carrier Safety Association Training Provider Registry.

Can be provided to prospective employees whose position will require that applicants apply for a Class A or Class B CDL, upgrade an existing CDL from Class B to Class A, and/or add a hazardous materials, passenger, or school bus endorsement.

For information about the requirements or how to certify as a training provider you can go to www.fmcsa.gov/eldt

Estimated Award Amount

- \$6 million grant opportunity
- Minimum Award is \$5,000; Maximum Award is \$400,000. IWD is not obligated to provide the maximum grant amount requested and may award multiple projects.
- 5% of funds will be reserved for employers with 50 employees or fewer.
- Funding decisions are made as funding is available.

Important Dates

Grant Applications Open: Today, December 13

Grant Applications Due: February 3, 2023 by 11:59 a.m.

No costs incurred prior to 1/01/2023 or after 10/31/2024 are eligible. All receipts, reimbursement requests, proof of payment, and reporting documents must be claimed by sending to IWD by 12/01/24 or remaining award funds are forfeited. All SLFRF funds must be obligated by 12/31/2024.

Overview of Reimbursable Costs

In-House Training

- Wage reimbursement for instructors
- Purchase of ELDT curriculum materials
- Maintenance of equipment/location necessary to provide ELDT as identified

Third-Party Training

- Tuition

Eligible Expenses

- Employers using an Iowa-based Third-Party Training Provider can reimburse ELDT tuition up to \$2,500 per driver
- Reimbursable costs for In-House Training Providers up to \$2,500 per driver include:
 - Net wage reimbursement for instructors providing the in-house training
 - Curriculum and supplies for in-house training - textbooks, workbooks, curriculum software
 - General maintenance and supplies necessary to conduct in-house training – vehicle(s) dedicated for training and skills pad (up to 25% of per driver award)

Eligible Expenses

- General Maintenance and supplies for in-house training providers can include:
 - Initial measuring and striping the site on concrete and/or measuring and inserting markers in gravel
 - Interval remeasuring for correct course measurements
 - Regular snow removal
 - Paint maintenance
 - Signage
 - Lighting replacements and/or repairs
 - Fencing replacements and/or repairs
 - General or routine dedicated training vehicle(s) maintenance
 - Fuel charges for dedicated training vehicle(s)

Eligible Expenses

For Iowa-based businesses that certify as an ELDT Provider after 1/1/23, up to \$10,000 can be reimbursed for costs to certify provider and location. This can include the initial expenses listed for in-house training providers and/or:

- Staff wage expense to train a new instructor – net wages only
- Expenses to cover the FMCSA trainer certification

Eligible Expenses

Funds are administered as reimbursement only and no advance payment options are available.

Applicants must provide an itemized budget describing expenses incurred completing ELDT In-House and/or through a third-party ELDT Provider located in the state of Iowa.

Employers who use the funds to cover the outlined costs cannot also charge employees for those same costs.

Eligible Expenses:

Residency Requirements

- Participants of this program are encouraged to be residents of the state of Iowa.
- If the applicant is the training provider and is located in an Iowa county that borders another state, then at least 75% of all participants trained must be Iowa residents by providing proof of an Iowa CDL certification.
- The remaining 25% of participants trained can be residents of the state(s) in which the Iowa border county borders by providing proof of the border state's CDL certification.
- If an applicant is a training provider located in an Iowa county that does not border another state, then 100% of all participants must be residents of Iowa.

Timeframe

- Upon receipt of a fully executed contract agreement, the first cohort training program must be scheduled to begin within four months.
- Each cohort must be completed within a 60-day time period from the start date.
- Programs may contain multiple cohorts with certifying a minimum of 2 new or upgraded drivers per cohort.
- No costs incurred prior to 1/1/2023 or after 10/31/2024 are eligible.
- All receipts, reimbursement requests, proof of payment, and reporting documents must be claimed by sending to IWD by 12/1/2024 or remaining award funds are forfeited.

Reporting Requirements

Successful applicants will be required to submit a Quarterly Narrative Progress Report each quarter, and a final report to IWD on specific grant activities funded with this award. The report will summarize project activities, outcomes and other deliverables of the project, including but not limited to:

- Demographic information of participants including home city and state
- Information on the third-party training provider including name, city and state (if applicable)
- Total participant enrollment
- Total of participants actively enrolled
- Total participants completing training
- Wage information before and after completing the training
- Total participants exiting the program without completing training
- Number of participants passing licensure exam on the first attempt
- Number of participants passing licensure exam on the second attempt
- Length of time per training
- Total participants attaining an industry-recognized credential
- Number of new and upgraded certified drivers by certification/endorsement type

Reporting Requirements

This report may also include progress of the project award and details relating to the key performance indicators, lessons learned and ongoing plan for sustainability. Successful applicants will also be required to provide measurements tools and metrics used to determine the success of the program.

Financial Quarterly Reports will not be processed until after the Quarterly Narrative Progress Reports requirements are satisfied.

Financial Reporting Requirements

Quarterly Financial Reports must include invoices, receipts, expenditures, as well as any clarifying statements to document proof of payment, how the funds were spent and certify the funds were used in accordance with the grant application and grant program. IWD will require the following support for ALL expenses submitted for reimbursement, but is not limited to:

- a. Receipt or invoice with name of vendor, organization's name, date that falls within the period of performance, and description of goods or services provided,
- b. Proof of payment that includes the name of vendor, organization's name, amount that matches receipt/invoice and proof payment. Acceptable proof of payment includes:
 - Front and back of cancelled check, credit card statement, bank statement, etc. Screenshots from the financial institution or internal accounting system are not considered adequate proof of payment.

The report must include, but is not limited to:

- a. Date funds requested,
- b. Amount of funds requested,
- c. Explanation of expenditures including proof of payments.

Federal Requirements

- Awards will be Federally funded. For this reason, there are additional requirements, as outlined in the Notice of Funding Opportunity. Please be sure you are aware of the Federal requirements found in **2 CFR Part 200**, including:
 - SAM.gov registration
 - Procurement Policy

SAM.gov Registration

- All awarded applicants will be required to have a SAM.gov unique code (previously the DUNS Number). Please visit SAM.gov for more information:



You have reached SAM.gov, an official website of the U.S. government. There is no cost to use this site.

The unique entity identifier used in SAM.gov has changed.

On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

Procurement Policy

All successful applicants will be required to provide a copy of their procurement policy to IWD along with the return of their executed agreement. A procurement policy template will be provided upon request; however, it is the successful applicant's responsibility to consult with qualified and knowledgeable legal counsel to determine any specific rules or requirements that apply to their individual circumstances.

2 CFR Part 200

Micro-purchases are purchase of supplies or services under \$10,000

- Governed under [2 CFR 200.320\(a\)\(1\)](#)
- Does not require solicitation of competitive bids/proposals
- Requires need and rationale documentation
- Requires cost reasonableness documentation

2 CFR Part 200

Small Purchases are purchase of supplies or services over \$10,000 but under \$250,000

- Governed under 2 CFR 200.320(b)
- Everything from micro-purchase method must be completed, PLUS:
 - Must have documented informal solicitation of at least two bids/prices and be consistent for all vendors
 - Requires applicable federal contract language in the contract
 - Be careful with \$250,000 threshold per vendor as this is cumulative

2 CFR Part 200

For Purchases \$250,000 and over Sealed Bid

- Governed under [2 CFR 200.320\(b\)\(1\)](#)
- Publicly solicited and a firm fixed-price (lump sum or unit price with ceiling) is awarded to the lowest responsible bidder.
- Should follow a well-documented, transparent and formal process
- Requires [applicable federal contracting language](#) in the contract

2 CFR Part 200

Sealed bids should have the following condition

- A complete, adequate, and realistic purchase description or specification
- Two or more responsible bidders
- The procurement lends itself to a firm fixed-price contract (or time and materials “T&M” with ceiling)

If sealed bids are used, the following requirements apply

- Advertised to multiple qualified sources
- Provide sufficient time for responses
- Invitation for bids must include any specifications and relevant attachments so the bidder can properly respond
- All bids must be opened at the same time and place, as noted within the invitation to bid
- A firm fixed-price contract will be made in writing to the lowest responsive and responsible bidder
- Any or all bids may be rejected if there is a sound, documented reason

2 CFR Part 200

Competitive Proposals/Bids

- Governed under 2 CFR 200.320(b)(2)
- Publicly solicited and a firm fixed-price OR a cost-reimbursement is awarded;
- Usually done when conditions are not appropriate for the use of sealed bids;
- Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- The non-Federal entity must have a written method / criteria for conducting technical evaluations of the proposals received and making selections;
- Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and
- The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. This method, where price is not used as a selection factor, can only be used in procurement of A/E professional services.

Does your procurement policy align with 2 CFR 200? Does it need to be updated for this grant? Have you discussed this with your purchasing/accounting department recently?



Appendix A

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



Appendix B

APPENDIX B: Iowa Entry-Level Driver Training Program Scoring Rubric

Defined Barriers/Description of Documented Need – 10 points

- Description of documented needs and barriers of business and community
- Describe how the pandemic played a role in this need or barrier

Program Plan Narrative/Training Approach – 40 points

- Describe the Entry-Level Driver Training program details and the anticipated impacts the program will have with employees and employers. Provide details of the training process, including:
 - Connections to identified barriers
 - Occupations including wage information
 - Curriculum instruction information, including hours of training, driving, and coursework
 - Details of how the training will be delivered and total length of training program
 - Credentials and/or certifications of instructors
 - Details of # of participants in each training and # of planned cohorts
 - Provide a detailed description how individuals are recruited and selected for the program
 - List possible expansion options within the business and to other businesses/community



Appendix C

APPENDIX C: 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 www.iowagrants.gov
2. Click “New Users Register Here.”
3. Enter your first and last name.
4. Choose an Account ID name. Please note, this will be your user ID in the system.
5. Click “Save Account Details.” You may receive a pop-up message that asks if you want to continue with your registration. Click “OK.”



Appendix D

APPENDIX D: Iowa Entry-Level Driver Training Program Budget Narrative

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

Complete the budget spreadsheet to provide additional information and justification for the proposed budget.

Attach your final budget narrative to your application submission in IowaGrants.gov as an Excel file.

IowaGrants.gov



<https://dom.iowa.gov/iowa-grants-login>

Questions?

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