

# Notice of Funding Opportunity

State Agency Name: Iowa Workforce Development

Funding Opportunity Title: Coronavirus Relief Fund Earn and Learn Grant

Announcement Type: Initial

CFDA Number (if applicable): Not applicable

## Important Dates

- **Deadline:** Applications for the funds are due by **Tuesday, October 27, 2020, at 11:59 p.m.** Central Standard Time.
- **Application Notification:** A Notice of Intent to Award will be posted on the Future Ready Iowa website: <https://www.futurereadyiowa.gov/earn-learn-grants>

## Program Description

### 1. Purpose

The purpose of the Coronavirus Relief Fund Earn and Learn Grant Awards is to:

- Support the creation and expansion of short-term “earn and learn” training programs resulting in industry-recognized credentials by providing grants for the purchase of equipment, tools, simulators, related training instruction materials, updated curriculum, tuition, books, wrap-around services to support participants during the grant period (internet access, childcare, transportation, stipends etc.), or other necessary items to provide for on-line learning as well as hands-on learning when necessary and safe.
- Expand opportunities for Iowans whose employment has been affected or eliminated because of the Coronavirus pandemic.

Eligible applicants for the Earn and Learn Grant Awards include non-profits, adult-training providers including but not limited to post-secondary education institutions and unions, and small businesses with less than 50 employees. Applicants, organizations, programs or other entities that have previously received Coronavirus relief funding via the Coronavirus Relief Fund including the Employer Innovation Fund or either of the Registered Apprenticeship Incentive Funds, are not eligible to apply for this program. This fund will award competitive grants to support local initiatives

that accelerate the creation and expansion of short-term “earn and learn” training programs resulting in industry-recognized credentials for lowans whose employment has been affected or eliminated by the pandemic. Iowa Workforce Development (IWD) is seeking applicants that meet the applicant criteria and can work in an expedited fashion to expend the funds by December 31, 2020 and begin new or enhanced programs that provide training opportunities in early 2021, but not later than February 28, 2021.

The purpose of this Notice of Funding Opportunity is to solicit applications that will enable IWD to award funding to support the goals of the Coronavirus Relief Fund Earn and Learn Grants and Future Ready Iowa to accelerate Iowa’s recovery from the pandemic.

## **2. Program Funding Requirements**

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

- a. Creation or expansion of “earn and learn” training programs within Iowa including non-profit organizations, adult-training providers including but not limited to post-secondary education institutions and unions, and small businesses with less than 50 employees. Priority will be given to programs resulting in an industry-recognized credential related to high-demand jobs.
- b. Recruitment and enrollment of lowans whose jobs have been affected by or eliminated because of the coronavirus pandemic.
- c. Participants must be enrolled in the training program by February 28, 2021.

## **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**

*Earn and Learn program:* A training program that is an employer-driven model, combining on-the-job learning with related classroom instruction that results in an industry-recognized credential and allows the participant to earn a paycheck beginning and throughout the training period

*High-demand job:* For purposes of this funding opportunity, a job identified by the workforce development board or a community college pursuant to Iowa Code §84A.1B, subsection 13A, or a job linked to locally identified high demand jobs as demonstrated by statewide or regional data.

*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.

*Small Business:* Less than 50 employees.

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

## **Award Information**

### **1. Estimated Available Funds**

Governor Kim Reynolds has designated approximately \$4 million from the Coronavirus Relief Fund that Iowa received under the CARES Act. The source of funding is the federal CARES Act. No matching funds are required for this grant program. Programs that have previously received Coronavirus relief funding via the Coronavirus Relief Fund Employer Innovation Fund and/or the Coronavirus Relief Fund Registered Apprenticeship Incentive Fund are not eligible to apply.

## **2. Estimated Award Amount**

IWD anticipates awarding grants ranging from \$10,000 to \$250,000. 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. A maximum amount of 10% of the award may be used for administrative expenses of operating the program. Administrative costs include, but are not limited to, office supplies, marketing and outreach, personnel salary and benefit costs, travel expenses, etc.

## **3. Project and Award Period**

Pursuant to the CARES Act, funds received as part of this program must be entirely expended by the applicant by December 31, 2020, with services provided and participants enrolled no later than February 28, 2021. Any funds that are not expended by December 31, 2020, 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 December 30, 2020. A final project report will be due by March 15, 2021.

## **4. Type of Award**

IWD will award cash funds to successful applicants to carry out planned proposals once a completed Memorandum of Understanding (MOU) is signed by the applicant and IWD. 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 Earn and Learn Grant can be used for the purchase of equipment, tools, simulators, related training instruction materials, updated curriculum, tuition, books, wrap-around services to support participants during the grant period (internet access, childcare, transportation, stipends etc.), or other necessary items to provide for on-line learning as well as hands-on learning when

necessary and safe. A maximum amount of 10% of the award may be used for administrative expenses of operating the program. Administrative costs include, but are not limited to, office supplies, marketing and outreach, personnel salary and benefit costs, travel expenses, etc.

## **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 December, 30, 2020, to the Director of Iowa Workforce Development. A final project report is due by March 15, 2021, and 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 entities or individuals the monies were paid to, along with description of services or items received for each payment along with accompanying receipts as proof of payment;
- e. 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;
- f. The persistence and/or completion rate for individuals supported by the award, including specific credentials earned;
- g. Employment and wage outcomes after completion; and
- h. Lessons learned and future recommendations.

## **7. Payment Schedule**

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

## **Eligibility Information**

### **1. Eligible Applicants**

Eligible applicants include non-profit organizations, adult-training providers including but not limited to post-secondary education institutions and unions, and small businesses with less than 50 employees that are in good standing with the State of Iowa. Programs that have previously received Coronavirus Relief Fund including the Employer Innovation Fund or either of the Registered Apprenticeship Incentive Funds are not eligible to apply. Applicants must reside in or have their primary place of business in Iowa or hire and employ Iowans within the state. IWD encourages applicants to cultivate partnerships to enhance project activities and outcomes. Grantees must comply with all applicable provisions of state and federal laws pertaining to nondiscrimination, sexual harassment, and equal employment opportunity.

#### **First Amendment to this Notice of Funding effective 10/21/2020**

1. Eligible applicants shall now include Iowa secondary schools and high schools, to the extent that they meet all other eligibility factors.
  - a. Applicant entities and programs must impact participants whose employment has been affected or eliminated because of the Coronavirus pandemic as contemplated by the federal CARES Act.
  - b. Registered apprenticeship programs that have been impacted or eliminated due to the COVID-19 pandemic shall be deemed employment for the purposes of consideration under this Notice.
2. Entities that have received previous awards under the Coronavirus Relief Fund are eligible to apply for the Earn and Learn Grant, but in no case shall cumulative awards exceed \$250,000.

### **2. Additional Consideration**

Additional consideration will be given to organizations that demonstrate the administrative capacity and a history of successfully implementing innovative projects. 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](mailto: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. Goals and Measurements
  - iii. Organizational Capability
  - iv. Budget Narrative
- d. Application Attachments
- e. Minority Impact Statement
- f. Authorization, Assurances, and Certification including proof of financial good standing

[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	10 points
Project Design	25 points
Goals and Measurements	5 points
Budget	10 points
Total	50 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:

Allison Hanrahan

[Allison.Hanrahan@iwd.iowa.gov](mailto:Allison.Hanrahan@iwd.iowa.gov)

Grants Program Coordinator

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 Earn and Learn Grant 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.)
- Business Address
- Contact information of person for program matters
- A descriptive project title
- Your project's proposed start and end dates
- Estimated grant funding requested

## **Executive Summary**

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

- Applicant
- Anticipated goals and outcomes of this project
- 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
- Partner organizations

## **Project Design**

- Describe the proposed project, including if this is a new or existing earn and learn program.
- Include an outline of a proposed project timeline with key milestones.
- 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 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 or eliminated by COVID-19.
- Describe recruitment plan to enroll participants, including any partner organization you will be working with to recruit the target group.

- 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 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.

## **Goals and Measurements**

- Identify proposed project goals and how the goals will be measured.
- Clearly identify key performance measures including outputs and desired outcomes. Examples include:
  - a. Recruitment of partners and participants.
  - b. Identification of needed equipment, tools, curriculum, etc.
  - c. Date when program will launch.
  - d. Number of participants enrolled by February 28, 2021.
  - e. Number of participants whose employment was affected by or eliminated due to pandemic enrolled.

## **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 Narrative**

- Complete the budget narrative. Include a description of proposed costs and an overview of how budgeted costs are calculated. Ensure totals reconcile with the amounts included on the Budget Spreadsheet (Appendix E).
- Complete the Budget Spreadsheet (see Appendix E for a template) to describe your plan to utilize funds from the Coronavirus Relief Fund Earn and Learn Grant. Upload the completed Budget Spreadsheet in the Application Attachments section.

## **Application Attachments**

Upload the following in the Attachment section in IowaGrants.gov:

- Completed Budget Spreadsheet 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 Earn and Learn Grant Frequently Asked Questions (FAQ)**

#### **1. What is the purpose of the Coronavirus Relief Fund Earn and Learn Grant?**

The purpose of the Coronavirus Relief Fund Earn and Learn Grant Awards is to:

- Support the creation and expansion of short-term “earn and learn” training programs resulting in industry-recognized credentials by providing grants for the purchase of equipment, tools, simulators, related training instruction materials, updated curriculum, tuition, books, wrap-around services to support participants during the grant period (internet access, childcare, transportation, stipends etc.), or other necessary items to provide for on-line learning as well as hands-on learning when necessary and safe.

- Expand opportunities for Iowans whose employment has been affected or eliminated because of the Coronavirus pandemic.

**2. What are allowable expenses for the Coronavirus Relief Fund Earn and Learn Grant?**

The Coronavirus Relief Fund Earn and Learn Grant can be used for the purchase of equipment, tools, simulators, related training instruction materials, updated curriculum, tuition, books, wrap-around services to support participants during the grant period (internet access, childcare, transportation, stipends etc.), or other necessary items to provide for on-line learning as well as hands-on learning when necessary and safe. A maximum amount of 10% of the award may be used for administrative expenses of operating the program. Administrative costs include, but are not limited to, office supplies, marketing and outreach, personnel salary and benefit costs, travel expenses, etc.

**3. Can organizations that have previously received Coronavirus Relief Funding via the Coronavirus Relief Fund Employer Innovation Fund and/or the Coronavirus Relief Fund Registered Apprenticeship Incentive Fund apply for this grant?**

3. Yes, Entities that have received previous awards under the Coronavirus Relief Fund are eligible to apply for the Earn and Learn Grant, but in no case shall cumulative awards exceed \$250,000. (Amendment 1 to Notice of Funding).

**4. Who will decide which applications receive funding?**

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

**5. 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 create and/or enhance a short-term “earn and learn” training program within the timeframe indicated.
- b. The proposal’s connection to high-demand jobs from the State Workforce Board list, regional community college lists, linked to locally identified high-demand jobs as demonstrated by statewide or regional data, etc.
- c. The proposal’s plan to enroll the target population of lowans whose jobs have been affected or eliminated by the Coronavirus pandemic.
- d. 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 to 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 Fund Earn and Learn Grant 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. Who can apply?**

Eligible applicants include high schools, non-profit organizations, adult-training providers, and small businesses with less than 50 employees that are in good standing with the State of Iowa. Programs that have previously received Coronavirus relief funding via the Coronavirus Relief Fund Employer Innovation Fund and/or the Coronavirus Relief Fund Registered Apprenticeship Incentive Fund are not eligible to apply. Applicants must reside in or have their primary place of business in Iowa or hire and employ lowans within the state. IWD encourages applicants to cultivate partnerships to enhance project activities

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

**8. Are Registered Apprenticeships eligible to receive Coronavirus Relief Fund Earn and Learn Grants?**

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

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

Tuesday, October 27, 2020, by 11:59 p.m. central time.

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

Not later than Monday, November 2, 2020.

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

Pursuant to the CARES Act, successful applicants must expend awarded funds by December 31, 2020. All funds not expended by the grantee must be returned to IWD no later than January 5, 2021.

**12. What is the timeline to have participants enrolled in the program?**

Participants must be enrolled in the program by February 28, 2021.

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

\$250,000 per applicant and project.

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

Submission of an application does not guarantee an award.

**15. Can funds pay for tuition?**

Yes, if the tuition can be paid before December 31, 2020.

## APPENDIX C: Coronavirus Relief Fund Earn and Learn Grant Scoring Rubric

### Demographics - 10 points

Identifies target population for recruitment/participation	0-5 points
Plan sets a goal of the number of participants to recruit from the target population (listed below)	6-10 points

Target participants are lowans whose jobs have been affected by or eliminated because of the coronavirus pandemic. **(If no; the application will not be scored)**

### Project Design - 25 points

Project design includes one of the below concepts	0-5 points
Plan includes two of the below concepts	6-10 points
Plan include three of the below concepts	11-15 points
Plan includes four or more concepts	16-20 points

- Plan clearly describes participant recruitment efforts of lowans whose employment has been affected by the coronavirus pandemic.
- Plan include reasonable timeline with key milestones.
- Plan includes key partners.
- Plan identifies the industry recognized credential (s) to earned.
- Plan identified the number of participants to be enrolled by February 28, 2021 and number anticipated to complete at what dates.

Program is related to a high demand job	5 points
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- Earn and Learn credentials are related to high-demand jobs from the state list, regional community college list or otherwise meets identified high-demand job needs based on appropriate supporting statewide or regional documentation and/or data.

### Goals and Measurements – 5 points

Goals reflect criteria listed below	0-5 points
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- Providing clear, measurable goal(s) within the timeframe of the project.
- Identifies how goals will be measured.
- Goals align with project intent.

### Budget - 10 points

Plan includes and explains below criteria

0-10 points

- Budget is complete.
- Budget meets required timeline.
- Budget aligns with stated goals and plan.
- Budget does not exceed 10% administration costs (personnel, travel, office supplies, marketing)

## APPENDIX D: IowaGrants.gov New User Registration Instructions

Are you new to IowaGrants.gov? Follow these basic instructions to create an

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



2. Click "New Users Register"
3. Enter your first and last name.

# DOM Electronic Grant Management System

Sign up now to get credentials you can use for Enterprise A&A enabled sites.

First Name:

Last Name:

[What is A&A?](#)  
[Report Issue to State Service Desk](#)

Possibly have an account already?  
[Click here for a listing of all A&A enabled applications.](#)  
 If you created an account for any of these applications you don't need to create a new account.

### Important!

- You must have a valid email address.
- Your A&A Account ID may not contain profanity or special characters.
- You will be required to complete some Security Baseline Questions and Answers.

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:

First Name:

Last Name:

Email:

Confirm Email:

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.

# 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](http://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.

**Personal Information**

Your Name\*     
First Name Middle Name Last Name

Title:

Email\*

Confirm Email\*

Address\*

\*  Iowa   
City State/Province Postal Code/Zip

Phone\*    
Phone Ext.

Fax

Please choose the Program Area you are most likely to apply for or the one you are currently associated with. Your selection helps us in approving your registration. It will not limit your ability to respond to opportunities in other Program Areas. **There is no need to register more than once.**

Program Area of Interest\*

Agency Administrative Services, Iowa Department of

**Register**

While the system instructions do not make this clear, it is important that you select the correct program area is selected from the drop-down list. This will expedite registration.

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 Allison Hanrahan, Grants Program Coordinator at Iowa Workforce Development, at [allison.hanrahan@iwd.iowa.gov](mailto:allison.hanrahan@iwd.iowa.gov) or (515)725-9077.

## APPENDIX E: Coronavirus Relief Fund Earn and Learn Grant Budget Narrative

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

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