



Iowa Language Learners Job Training Program

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Grant Intent

- To develop a long- term, sustained program designed to reduce barriers in language within the workplace.
- Applicants will be required to submit a plan that details a language training program targeted toward reducing language barriers within the workplace and opportunities for participants to advance with their careers.



Programs

Must provide dual language instruction for current employees to increase English language proficiencies as it relates to duties, policies or procedures for work-related tasks to be performed.

or

For current employees to increase proficiencies in language other than English (i.e., management or provide support to English speakers to learn a second language to better communicate with staff or as an aid to recruitment and retention of staff).

Program Details

Language courses are encouraged to be conducted onsite at the place of employment or consortium members to remove barriers.

There must be a minimum of 2 hours per week paid time during work for instruction, up to a maximum of 4 hours.

Who can be an instructor?

- Certified instructors with fluency in English and the primary language of the students (those who possess a teaching degree or certificate);
- Instructors who have documented training credentials with appropriate fluency; or
- Instructors who have provided a minimum of 25 hours of similar training in a supervised setting.

Performance Measures

All application must include performance measures that connect a projects goal(s) with proposed activities and demonstrate an overall change in language proficiencies.

Required measures to be addressed within the application:

- The anticipated number of new language learning programs established for employees.
- The anticipated number of employees participating within the various programs
- The anticipated number of employees completing and/or exiting the various programs
- Anticipated measure of increase in language proficiency within the workplace as demonstrated via evaluation tools.
- Anticipated percentage of participants receiving a pay increase or promotion due to the program participation or increase of responsibilities.
- Current employee retention rates along with the anticipated percentage of employee retention after the program

*All projects **must** contain a plan for sustainability of the outcome beyond the grant period.*



Estimated Award Amount

- \$5 million grant opportunity.
- The grant award will be paid out on a 50/50 reimbursement match basis. Employers will be required to provide documentation supporting the required private spend.
- Funding decisions are made as funding is available.
- Minimum awards will be set at \$5,000. IWD is not obligated to provide the maximum grant amount requested and may award multiple projects.



Project and Award Period

- In order to request grant funds, successful applicants must provide proof in the application that private match funds are readily available.
- All grant funds must be utilized, and projects completed, within an 18-month time period.
- Any unexpended funds must be returned to IWD.
- Businesses may decide to have multiple cohorts within this period; however, each cohort will only be eligible for funding up to 32 weeks.
- Funds are administered as a reimbursement only and no advance payments are allowed.

Use of Funds

All funds requested through the Budget Narrative and Budget Summary form should provide justification for the costs, and the majority of funds should closely match the projects priorities.

Eligible Use of Funds

- Program Supplies such as computers, software or headsets
- Employee or Instructor wages for up to four hours per week, up to 32 weeks
- Curriculum such as textbooks, workbooks, and curriculum software
- Transportation expenses (if program occurs offsite of workplace)

Ineligible Use of Funds

- Capital expenditures
- Food, gift vouchers and/or conference travel expenses

Reporting Requirements

Successful applicants will be required to submit a Quarterly Narrative Progress Report each quarter, and a final report.

- The report will summarize project activity outputs, performance outcomes and other deliverables and key performance indicators of the project.
- The report will include a summary of lessons learned and an ongoing plan for sustainability.
- The report will include a description of measurement tools and metrics used to determine the success of the program



Financial Reporting Requirements

- Must include invoices, receipts, and expenditures.
- Clarifying statements documenting how the funds were spent and certify the funds were used in accordance with the application and program.
- Financial Quarterly Reports will not be processed until the Quarterly Narrative Progress Reports are satisfied.
- All documentation for reimbursement and reports issues are due no later than December 15, 2024.



Eligible Applicants

Include:

- Businesses
- Non-profits
- Consortiums of employers

Applicants are encouraged to cultivate partnerships where appropriate.

Iowa Language Learners Job Training Program

Where do I apply?

www.lowagrants.gov

Application due date:

DECEMBER 2, 2022

11:59 A.M.

Iowa Language Learners Job Training Program

- **Applicants need to register for lowagrants.gov**
- **Online application**
- **Utilize the Appendices for guidance**
 - **Appendix A – Grant guidance**
 - **Appendix B – Scoring rubric**
 - **Appendix C – IowaGrants.gov New User Registration Instructions**
 - **Appendix D – Budget narrative and Excel spreadsheet**

Appendix A

APPENDIX A: Iowa Language Learners Job 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

Appendix B

1. Criteria

Defined Barriers/Description of Need	10 points
Program Plan Narrative/Training Approach	35 points
Partnerships/Collaborations	10 points
Program Retention, Measures & Evaluation	20 points
Program Sustainability & Organizational Capability	15 points
Budget Narrative & Budget Spreadsheet	10 points
TOTAL	100 points

[See Appendix C](#) for a full description of criteria and a scoring rubric.

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 <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.

Appendix D

APPENDIX D: Central Iowa Job Training Program FY23 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.

Iowa Language Learners Job Training Program

To remember and consider:

- Partnerships can be valuable
- Cost per participant will be a consideration
- Review your administrative costs in relation to your participant support costs
- Reporting requirements are listed in the Notice of Funding (NOFO)

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Questions?

Contact Sara Bath
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