

Notice of Funding Opportunity

State Agency Name: Iowa Workforce Development (IWD)

Funding Opportunity Title: Future Ready Iowa Summer Youth Internship Program

Announcement Type: Initial

CFDA Number: Not Applicable

Important Dates & Key Information

- Applications will Open in IowaGrants: Monday, January 16, 2023.
- Application Deadline: Tuesday, February 28, 2023, at Noon, Central Standard Time.
- Application Notification: A Notice of Intent to Award will be posted on the Future Ready Iowa website: <https://www.futurereadyiowa.gov>
- Informational Webinar and Live Q&A: Wednesday, January 11, 2023, at 1 p.m. Register here: [link](#).

Program Description

The intent of this program is to provide high school students and youth between the ages of 14 and 24 internship opportunities that allow youth to explore and prepare for high-demand careers, gain work experience, and develop personal attributes necessary to succeed in the workplace. The target audience includes high school youth who are at risk of not graduating, youth who are from low-income households, youth who are from communities underrepresented in the Iowa workforce, or youth who otherwise face barriers to success and upward mobility in the labor market.

Applicants are strongly encouraged to co-enroll Summer Youth Internship participants with the Workforce Innovation and Opportunity Act (WIOA) Title I Youth Program in their local area.

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 Summer Youth Internship Program and Future Ready Iowa. [Future Ready Iowa Goals](#)

- 1. Funding Priorities.** IWD seeks to prioritize the investment of resources in programs providing internships to the following youth:
 - a. Those at risk of not graduating.
 - b. Those from low-income households.
 - c. Those who are from communities underrepresented in the Iowa workforce.
 - d. Those who otherwise face barriers to success and upward mobility in the labor market.

Applicants who partner with their local WIOA Title I Youth Program to co-enroll participants will receive priority funding.

- 2. Performance Measures.** All applications **must** include performance measures that logically connect a project's goal(s) with proposed activities that include:

- a. Number of youth served.
- b. Number of participants facing barriers related to the priorities (see #1 Funding Priorities).
- c. Success stories that involve the development of career pathways with a link to post-secondary education or training.
- d. Program innovations.
- e. Credentials or certifications attained by youth participants.
- f. Program elements.
- g. Attendance and completion.
- h. Partnership activities.

3. Program Authority. IWD's authority to award these grants is found in Iowa Code §84A.12.

4. Definitions.

High Demand Job: A job identified as having substantial work opportunities available in, and a lack of genuine, qualified applicants for, in the state of Iowa. Job categories include Advanced Manufacturing Production, Installation and Maintenance, Construction & Engineering, Education, Engineering, Healthcare & Biosciences, Information Technology, Information Technology & Mathematics, Management, Business & Financial Operations.

Internship: Temporary, paid employment of a youth that focuses on providing youth with work experience in the youth's areas of interest or fields of study.

Internship (WIOA Title I Youth Program): A planned, structured, time-limited learning experience that takes place in a workplace. An internship may be paid as appropriate and consistent with other laws, including the Fair Labor Standards Act. They may take place in the private, non-profit, or public sector.

Participant: An individual who has received grant-assisted services.

Priority Funding: Additional points will be given to applicants who meet the funding priorities as outlined in this Notice of Funding Opportunity.

Program Coordination: Staff overseeing the day-to-day administration of the project whose primary job responsibilities involve direct participant contact hours.

Youth: A U.S. Citizen or Registered Alien between the ages of 14 and 24 at the time of enrollment. WIOA Title I definitions of Out of School and In School Youth can be found here: [\(LINK\)](#)

Youth (Out-of-School Youth (OSY) Eligibility) – Chapter 8, Section 2.3.2 definition: [\(LINK\)](#)

Youth (In-School Youth (ISY) Eligibility) – Chapter 8, Section 2.3.3 definition: [\(LINK\)](#)

5. WIOA Title I Partnership.

Applicants are strongly encouraged to co-enroll Summer Youth Internship participants with the WIOA Title I Youth Program in their local area.

WIOA Title I is landmark legislation that is designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers. For more information, please visit: <https://www.dol.gov/agencies/eta/wioa>

The purpose of WIOA Title I is to empower individuals with significant barriers to maximize employment, economic self-sufficiency, independence, and inclusion in and integration into society.

To be considered in partnership with WIOA Title I, proof of partnership in the form of a written partnership contract is required (to be uploaded as an attachment to your application). Your local IowaWORKS office will provide you with the contract.

Local IowaWORKS office contacts can be found below:

Northwest Iowa:

- Heather Garcia
heather@workforcedevelopmentboards.com
515-669-0998
- Counties: Lyon, Osceola, Dickinson, Emmet, Sioux, O'Brien, Clay, Palo Alto, Kossuth, Buena Vista

Northeast Iowa:

- Taylor Williams
taylor@workforcedevelopmentboards.com
- Counties: Winnebago, Hancock, Worth, Cerro Gordo, Franklin, Mitchell, Floyd, Butler, Grundy, Howard, Chickasaw, Bremer, Black Hawk, Winneshiek, Fayette, Buchanan, Allamakee, Clayton, Delaware, Dubuque

North Central Iowa:

- Heather Garcia
heather@workforcedevelopmentboards.com
515-669-0998
- Counties: Pocahontas, Humboldt, Wright, Calhoun, Webster, Hamilton

Western Iowa:

- Jean Logan
jjlogan@caasiouxland.org
- Counties: Plymouth, Cherokee, Woodbury, Ida, Sac, Monona, Crawford, Carroll, Greene, Harrison, Shelby, Audubon, Guthrie, Pottawattamie, Cass, Mills, Fremont, Page

Central Iowa:

- Eric Kress
Eric.kress@ciwdb.org
515-249-5731
- Counties: Boone, Story, Dallas, Polk, Jasper, Madison, Warren, Marion

East Central Iowa:

- Liz Rodriguez
Elizabeth.rodriquez@eciwdb.org
563-209-4543
- Counties: Benton, Iowa, Linn, Johnson, Washington, Jones, Cedar

Southwest Iowa:

- Jesse Bolinger
jesseo@bolinger.org
- Counties: Adair, Montgomery, Adams, Taylor, Union, Ringgold, Clarke, Decatur

South Central Iowa:

- Krista Tedrow
Executivedirector@sciwalwdb.org
- Counties: Hardin, Marshall, Tama, Poweshiek, Mahaska, Keokuk, Lucas, Monroe, Wapello, Jefferson, Wayne, Appanoose, Davis, Van Buren

Mississippi Valley:

- Miranda Swafford
director@mississippivalleyworkforce.org
- Counties: Jackson, Clinton, Scott, Muscatine, Louisa, Henry, Des Moines, Lee

Award Information

- 1. Estimated Available Funds.** The source of funding is the Summer Youth Intern Pilot Program appropriated by the State of Iowa Legislature under House File 2564. Total amount of funds available for this opportunity is \$379,000.
- 2. Estimated Award Amount.** IWD anticipates awarding grants to multiple applicants. Grant awards may vary in amounts as determined by the scope of the project. Funding decisions are made as funding is available, and IWD is not obligated to provide the maximum grant amount requested. IWD will seek to maximize grant awards to those programs which demonstrate the most significant programming and project responses, and for those whose projects indicate the possibility of the most significant community impacts.

3. Project and Award Period. The project period is a minimum of six weeks within the timeframe below.

- Start Date: May 1, 2023
- End Date: August 25, 2023

IWD estimates the award period will be April 1, 2023 through August 25, 2023. Dates are tentative and are subject to change. Final dates will be determined during the award process.

4. Type of Award. IWD will pay out grant funds to successful applicants on a monthly reimbursement basis after receipt of completed monthly project reports. See Section 7 for additional reimbursement requirements. **Advance payments will not be allowed.**

5. Use of Grant Funds. As a condition of receiving the funds appropriated under this request for proposal (RFP), the subrecipient shall testify upon the request of any committee or subcommittee of the State of Iowa General Assembly regarding the expenditures of such funds.

Award funds may be used for the following:

- participant wages (net wages only)
 - Participants to be paid a minimum of \$12/hour
 - Participants to fill out W-2 forms (no W-9s or independent contractors)
- participant compensation as a result of completing the program (paid as reportable net wages)
- training resources (i.e., curriculum, internet access, software)
- program supplies and materials (i.e., uniforms, computers, books, tools, consumable items) (less than \$5,000 per category)
- program transportation
- program coordination (net wages only)
- administrative costs (limited to 10%; net wages only)

Award funds may **not** be used for the following:

- participant stipends
- reimbursement of food or drink
- award/graduation ceremonies
- marketing/promotional materials
- vehicle purchase
- fringe benefits
- capital expenditures
- gift certificates/vouchers

6. Cost Sharing or Matching. There is **no** cost sharing or matching amount for this award.

- 7. Reimbursement Requirements.** IWD will be using IowaGrants or other online programs for subrecipients to submit reimbursement requests. IWD will require the following support for **ALL** expenses submitted for reimbursement:
- Receipt or invoice with name of vendor, organization's name, date that falls within the award period, and description of goods or services provided.
 - 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 or accounting system are not considered adequate proof of payment.
 - If providing support for wages, IWD requires the following:
 - Timesheet for applicable pay period (within award period) that includes:
 - Employee ID/name
 - Total hours worked
 - Signature from employee and person approving the timesheet
 - Payroll report/register that matches timesheet and shows pay rate
 - Proof of payment for wages
- 8. Reporting Requirements.** IWD will be using IowaGrants or other online programs for subrecipients to submit monthly and final project reports. Upon submission of the first monthly project report and reimbursement request, successful applicants will be required to provide the following reporting information:
- a. Documentation substantiating the ages of all participants (i.e., school ID, driver's license, I-9 form, birth certificate, passport, etc.)
 - b. An executed application/agreement between the employer and participant, showing the agreed upon hourly rate, work hours and job duties.

When requesting monthly grant reimbursements, successful applicants will also submit monthly reports documenting the progress of the project and financial status of the grant, to include:

- a. Service/resource costs for program participants
- b. Timesheets for all staff receiving wages from program funding, describing:
 - Hours spent working with youth
 - Services/training provided
- c. Number of youth served
- d. Name and address of youth served
- e. Remaining available grant funds, specifically those available to provide support for internship programs

Monthly progress reports must be submitted and approved prior to the approval of monthly reimbursements.

A final project report will be due within 30 days of project completion. This final report must include:

- a. Amount of State funds received
- b. Date(s) State funds received
- c. Number of employer partners
- d. Number of educational institution partners
- e. Number of non-profit partners
- f. Description of partnership activities
- g. Description of activities paid for with grant funds, including support to participants
- h. Number of youth served by the program
- i. Number of youth served by the program identified as at risk for not graduating or facing multiple barriers
- j. Number of youth completing the program
- k. Attendance rate of completing participants
- l. Number and hourly rate of youth employed due to participation in the program
- m. Name of credentials/program attained, number of participants earning a credential, and total number of credentials earned
- n. Identify program elements:
 1. Career exploration
 2. Employment skills – development
 3. On-the-job training
 4. Coaching/mentoring
 5. Financial literacy education
 6. Hard skills development
 7. Goal setting and evaluation
 8. Other (describe)
- o. Describe program innovations
- p. Share success story that involves the development of career pathways with a link to post-secondary education or trainings
- q. Share lessons learned you believe will be helpful to other organizations
- r. Provide program suggestions for future programming

9. 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.

10. Payment Schedule. Reimbursements will be paid on a monthly basis after providing the required forms and substantiating documentation to include proof of payment as well as the monthly report.

Eligibility Information

1. Eligible Applicants. Eligible applicants include non-profits, educational institutions, employers, community organizations, and other entities that are in good standing with the State of Iowa.

Grantees **must** also 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 applicants that demonstrate:
 - a. history and experience in the community
 - b. capacity to serve a substantial number of youth
 - c. suitability of the available facilities
 - d. contacts and partnerships in the community that can be leveraged to maximize opportunity for project participants
 - e. capacity to provide employability skills, including but not limited to, training relating to soft skills, financial literacy, and career development
 - f. previous positive grant performance with IWD

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 to sign and submit the application.**

Official email communication from IWD regarding this application will be issued from iowa.grants@webgrantsmail.com and/or frigrants@iwd.iowa.gov. Applicants are required to assure these communications are received and responded to accordingly. Please confirm your organization’s spam filters will allow for these email communications.

2. **Content.** Applicants will enter or attach the following components along with their completed application in IowaGrants.gov:
 - General Information:
 - Cover Sheet
 - Project Information
 - Short Project Summary (not to exceed one paragraph)
 - Provide a brief summary (no more than five sentences) that tells us who, what, why, how, where, and how many.
 - Narratives:
 - Project Design
 - Performance Measures
 - Organizational Capability

- Budget Spreadsheet & Budget Narrative
- Application Attachments (WIOA Title I proof of partnership, if applicable)
- Minority Impact Statement
- 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.” No late submissions will be accepted.

Application Review Information

- 1. Grant Scoring Criteria for Awarding Decision**

Program Design	50 points
Performance Measures	25 points
Organizational Capability	15 points
Budget Summary/Narrative	10 points
Total	100 points

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

- 2. Review and Selection Process.** An IWD 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. This information is used by IWD staff in making funding recommendations. 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. Applicants selected will enter into a grant agreement finalizing grant terms, a budget, and scope-of-work provisions. Submission of an application is not a guarantee of an award.

Awarding Agency Contact(s)

Please direct any questions regarding this NOFO to:

Karen Evans

karen.evans@iwd.iowa.gov

Iowa Workforce Development

1000 East Grand Avenue

Des Moines, IA 50319

Technical Assistance with IowaGrants.Gov

Please contact:

Patrick Rice

Patrick.rice@iwd.iowa.gov

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 to 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 ten (10) working days to sign the grant agreement. If the agreement is not executed within ten (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.