

Notice of Funding Opportunity

State Agency Name: Iowa Workforce Development

Funding Opportunity Title: Corona Virus Relief Registered Apprenticeship Incentive Program for High Schools, Non-Profits and Small Business

Announcement Type: Initial

CFDA Number (if applicable): Not applicable

Important Dates

- Deadline: Applications for the funds are due by **Monday October 12th, 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/innovation>.

Program Description

1. Purpose

The purpose of the Corona Virus Relief Registered Apprenticeship Incentive Program is to:

- a. Increase the number of Registered Apprenticeship Training Programs in Iowa high schools, non-profits and small businesses (less than 50 employees) by providing grants for the purchase of equipment, tools, simulators, related training instruction materials, updated curriculum or other necessary items to expand or create new Registered Apprenticeship programs that provide for on-line learning as well as hands-on when necessary and safe.
- b. 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.

Registered Apprenticeship programs provide Iowans with opportunities to “earn and learn” while obtaining nationally recognized credentials. Applicants include Iowa high schools, non-profit organizations and small employers. Future Ready Iowa

established 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. This fund will award competitive grants to support local initiatives that accelerate the creation and expansion of Registered Apprenticeship programs. 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 to Iowans affected by the corona virus 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 grant funding to support the goals of the Coronavirus Relief Registered Apprenticeship Incentive Fund and Future Ready Iowa to accelerate Iowa's recovery from the pandemic.

2. Funding Priorities

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

- a. Creation or expansion of new Registered Apprenticeship programs within Iowa high schools, non-profit organizations and small businesses. Priority given to Registered Apprenticeship programs related to high-demand jobs.
- b. Recruitment and enrollment of 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.

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 or justified with local or regional labor market 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

Registered Apprenticeship: Registered Apprenticeship is a program certified by the U.S. Department of Labor that is an employer-driven model, combining on-the-job learning with related classroom instruction and allows the Registered Apprentice to earn a paycheck from day one.

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.

2. Estimated Award Amount

IWD anticipates awarding grants ranging from \$1,000 to \$50,000. 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. Administrative awards

will be limited to 5% of any grant award and include personnel costs, marketing, office supplies, travel expenses, etc.

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. 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 December 31, 2020.

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 Registered Apprenticeship Incentive Program for high schools, non-profits and small businesses can be used for the purchase of equipment, tools, simulators, related training instruction materials, updated curriculum or other necessary items to expand or create new Registered Apprenticeship programs that provide for on-line learning as well as hands-on when necessary and safe. Administrative awards will be limited to 5% of any grant award and include personnel costs, marketing, office supplies, 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, 31, 2020, 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. Is this a new or existing Registered Apprenticeship?
- d. What occupation is the Registered Apprenticeship developed.
- e. A description of the activities paid for by the funds.
- f. A description of plans to launch the program.
- g. A description of recruitment efforts.
- h. The number of apprentices enrolled.
- i. Partner organizations.

7. Payment Schedule

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

Eligibility Information

1. Eligible Applicants

Eligible applicants include high schools, non-profit organizations and small businesses (less than 50 employees) 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.

Applicants are required to include a letter of commitment from any key project partner with the application submission. If the applicant is not an employer, a letter of commitment from the employer partner(s) is required in the attachments.

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. Goals and Measurements
 - iii. Organizational Capability
 - iv. Budget Narrative
- d. Application Attachments
- e. Minority Impact Statement
- f. 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	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:

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 Registered Apprenticeship Incentive for high-schools, non-profits and small businesses (less than 50 employees) 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

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

- lowans 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 Registered Apprenticeship.
- 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 by COVID-19, veterans, reentering citizens, underrepresented communities including minorities, women, lowans with disabilities and low-income lowans.
- Recruitment plan to enroll apprentices.
- 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
- b. Identification of needed equipment, tools, curriculum etc.
- c. Date by when Registered Apprenticeship Application is submitted
- d. Date when program will launch
- e. Number of participants enrolled
- f. Number of participants whose employment was affected by or eliminated due to pandemic enrolled
- g. Number of participants from an underrepresented population 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 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](https://www.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 Registered Apprenticeship Incentive Program for High Schools, Non-profits and Small Businesses Frequently Asked Questions (FAQ)

1. What is the purpose of the Coronavirus Relief Registered Apprenticeship Incentive Program for High Schools, Non-profits and Small Businesses?

The purpose of the Corona Virus Relief Registered Apprenticeship Incentive Program is to increase Registered Apprenticeship Training Programs in Iowa.

The fund will provide grants for the purchase of equipment, tools, simulators, related training instruction materials, updated curriculum or other necessary items to expand or create new Registered Apprenticeship programs that provide for on-line learning as well as hands-on when necessary and safe.

The intent is to increase the number of Registered Apprenticeship Training Programs in Iowa high schools, non-profits and small businesses (less than 50 employees), therefore, 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.

2. Who will decide which applications receive funding?

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

3. 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 enhance and/or establish a Registered Apprenticeship program within the timeframe indicated.
- b. Letters of commitment from key partners.

- c. 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.
- d. The proposal's target participants, priority will be given to successful proposals engaging with lowan's whose jobs have been affected by the coronavirus pandemic.
- e. 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 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 Registered Apprenticeship Incentive 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.

7. What are allowable expenses?

The fund can be used for the purchase of equipment, tools, simulators, related training instruction materials, updated curriculum or other necessary items to expand or create new Registered Apprenticeship programs that provide for on-line learning as well as hands on when necessary and safe.

8. Who can apply?

Eligible applicants include high schools, non-profit organizations and small businesses (less than 50 employees) 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 lowans within the state for employment. IWD encourages applicants to cultivate partnerships to enhance project activities and outcomes.

Applicants are required to include a letter of commitment from any 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.

9. Are current Registered Apprenticeships eligible to receive Coronavirus Relief Fund Registered Apprenticeship Incentive Funds?

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

10. When is the application due?

Monday, October 12, 2020, by 11:59 pm central time.

11. When will awardees be notified?

Not later than Monday, October 19, 2020.

12. 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.

13. Is there a maximum award?

\$50,000 per applicant.

14. Will all applications be awarded?

Submission of an application does not guarantee an award.

15. What are the steps to create a Registered Apprenticeship?

Step 1: Have you contacted an Iowa *WORKS* Business Marketing Specialist (BMS) through www.earnandlearniowa.gov to schedule an introductory meeting?

Step 2: Have you met with an Iowa *WORKS* BMS to talk about your company's or high school's goals to start a RA program?

Step 3: Have you developed the on-the-job training (OJT) and classroom components of the RA program with the BMS? Do you have a committed employer ready to sign onto your program?

Step 4: Has your program been referred to the U.S. Department of Labor/Office of Apprenticeship for draft Standards of Apprenticeship? **This is the step that grantees need to accomplish before Dec 31.**

Step 5: Have you signed your Standards of Apprenticeship and officially registered?

Step 6: Does your company need assistance in recruiting candidates for your RA program? **These steps need to be completed by Feb. 28, 2021**

APPENDIX C: Corona Virus Relief Registered Apprenticeship Incentive Fund for High Schools, Non-profits and Small Businesses Application Rubric

Demographics - 10 points

Identifies target population for recruitment/participation	0-5 points
Plan sets a goal of recruiting participants 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 including low skilled workers who are veterans, returning citizens, members of underrepresented communities, minorities, women, lowans with disabilities, or low-income lowans.

Project Design - 25 points

Project design includes at least two of the below highlighted concepts	0-5 points
Plan includes at least three of the below highlighted concepts	6-10 points
RA to be created is related to a high demand job	*bonus of 5 points
Creation of a new Registered Apprenticeship	7 points
Enhancement or expansion of existing Registered Apprenticeship	3 points

- Plan describes participant recruitment efforts of the above referenced groups.
- Plan include reasonable timeline with key milestones.

- Plan includes key partners – if applicant is not the employer there must be an employer partner identified.
- Letter of commitment from partners.
- Registered Apprenticeships to be created are related to high-demand jobs from the state list, regional community college list or otherwise meets identified regional job needs based on appropriate supporting documentation.*
- Creation of a new Registered Apprenticeship
- Enhancing or expansion of current Registered Apprenticeship

Goals and Measurements – 5 points

Goals reflect criteria listed below	0-5 points
-------------------------------------	------------

- 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.

APPENDIX D: IowaGrants.gov New User Registration Instructions

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

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



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

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.

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 log 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 <https://www.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 <https://www.iowagrants.gov/>.