

## Notice of Funding Opportunity

State Agency Name: **Iowa Department of Workforce Development**

Funding Opportunity Title: **Central Iowa Job Training Program FY23-24**

Announcement Type: **Initial**

Iowa Workforce Development is requesting proposals from qualified applicants to support the Central Iowa Job Training Program.

### IMPORTANT DATES

- **Deadline:** Grant applications are due by September 6, 2023, at **2:00 p.m.** Central Standard Time. Grant applications will not be accepted until June 29, 2023, at 12:00 p.m.

### PROGRAM DESCRIPTION

#### 1. Purpose

The purpose of the Central Iowa Job Training Program State Fiscal Year 2023/2024 (FY23-24) is to develop a long-term sustained program to train unemployed and underemployed central Iowans with skills necessary to advance to higher-paying jobs with full benefits. The applicant will submit a plan that details a training program targeted towards skill development and occupational certifications. The training program will provide individuals with the skills necessary to succeed in full-time, benefits oriented, permanent positions.

As a condition of receiving moneys appropriated under this funding opportunity, the subrecipient of the funds shall testify upon the request of any committee or subcommittee of the State of Iowa General Assembly regarding the expenditure of such moneys.

#### 2. Funding Priorities

Priority will be given for training within a field considered a high demand occupation and programs focused on reducing unemployment.

#### 3. Performance Measures

All applications must include performance measures that logically connect a project's goal(s) with proposed activities and demonstrate an overall theory of change.

#### 4. Program Authority

IWD has authority to provide funding through this award by the State of Iowa 90<sup>th</sup> General Assembly line-item appropriation of \$100,000 from the Iowa Senate File 559 effective July 1, 2023.

#### 5. Definitions

"Applicant": an organization submitting applications in response to a NOFO.

“Central Iowa”: a location encompassing the counties in Iowa of Adair, Boone, Dallas, Greene, Grundy, Guthrie, Hamilton, Hardin, Jasper, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Story, Tama, Warren, or Webster.

“NOFO”: Notice of Funding Opportunity and any included attachments, exhibits, schedules or addenda.

“Participant”: a reportable individual who has received grant-assisted services.

“Subgrantee”: a legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.

“High Demand Occupation”: an occupation that is with the job categories of: Advanced Manufacturing Production, Installation and Maintenance, Construction & Engineering, Education, Engineering, Healthcare & Biosciences, Information Technology, Information Technology & Mathematics, Management, Business & Financial Operations.

## **AWARD INFORMATION**

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

The State of Iowa has identified \$100,000 to support the Central Iowa Job Training Program FY23-24 Grant.

### **2. Estimated Award Amount**

Grant funding awarded through IWD may vary in amounts as determined by the scope of the project. Funding decisions are made as funding is available. IWD is not obligated to provide the maximum grant amount requested and may award multiple projects.

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

The period of performance for this award is one year, July 1, 2023 through June 30, 2024. Applicants should plan for a 9-month budget period. Project dates must not begin prior to 09/01/2023 and must be completed by 06/30/2024. All grant funds must be spent prior to 06/30/2024. No costs incurred prior to 09/01/2023 or after 06/30/2024 are eligible. Awardees must provide a detailed report of the progress of the project and the use of funds every quarter, beginning from the date the Memorandum of Understanding between the applicant and the State of Iowa is fully executed.

### **4. Use of Funds**

All funds requested through the Budget Narrative and Budget Summary Form should provide justification for the costs and the funds requested should match the program priorities. Grant funds provided may be used on:

- Supportive Services including uniforms, program supplies, and training fees and supplies;
- Tuition or instructor (mentor) wages;
- Curriculum expenses such as textbooks, fees;
- Recruitment materials, including marketing efforts directly related to the program;
- Administrative Expenses. A maximum of 10% of eligible expenses can be used for administrative expenses.

Food, gift vouchers, gift cards and/or conference travel expenses are not allowable expenses under this award.

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

### **5. Cost Sharing or Matching**

There is no cost sharing or matching requirement for this funding opportunity.

### **6. Reporting Requirements**

Successful applicants will be required to submit a Quarterly Narrative Progress Report each quarter, and a final report to IWD on specific grant activities funded with this award. Reporting quarter end dates for this project are 12/31/23, 3/31/24, 6/30/24 and 9/30/24. Quarterly reports are due no later than 30 calendar days after the end of each specified reporting quarter.

The report must summarize project activities, outcomes and other deliverables of the project, including but not limited to: Demographic information of participants, total participant enrollment, total of participants actively receiving program services (including identifying which services), total participants co-enrolled for services in IowaWORKS.gov, total participants completing training, total participants exiting the program without completing training, total participants completing training and entering unsubsidized employment, total participants completing training and attaining an industry-recognized credential. This report may also include progress of the project award and details relating to the key performance indicators, lessons learned and plan for sustainability.

Successful applicants will also be required to submit a Quarterly Financial Report each quarter, to qualify for the reimbursement of funds. Reimbursements are available only on quarter end dates for this project: 12/31/23, 3/31/24, and 6/30/24. Financial Quarterly Reports are due no later than 30 calendar days after the end of each specified reporting quarter and will not be processed until after the Quarterly Narrative Progress Reports requirements are satisfied.

Quarterly Financial Reports must include invoices, receipts, expenditures, as well as any clarifying statements to document how the funds were spent and certify the funds were used in accordance with the grant application and grant program. The report must include, but is not limited to:

- a. Date funds requested.
- b. Amount of funds requested.
- c. Amount of funds previously received from award.

- d. Expenditures that account for how grant funds were expended.

## **PAYMENT SCHEDULE**

The executed grant agreement will specify conditions for payment and payment schedule. Reimbursements will be made only after all quarterly reporting documents have been submitted and requirements are satisfied.

## **ELIGIBLE APPLICANTS**

Eligible applicants include businesses, non-profits and consortiums of employers in good standing with the State of Iowa. Main offices of the applicant (address listed on the W-9 as the legal address of the organization) must be located and operate within the listed Iowa counties to be considered eligible: *Adair, Boone, Dallas, Greene, Grundy, Guthrie, Hamilton, Hardin, Jasper, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Story, Tama, Warren, or Webster.*

Applicants may still be considered if additional businesses reside outside of the listed counties; however, funding will only be eligible for businesses located within the listed counties. Priority will be given to programs within high demand occupations and programs focused on reducing unemployment.

Applicants are strongly encouraged to cultivate partnerships where appropriate 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.

## **APPLICATION AND SUBMISSION INFORMATION**

### **1. Electronic Submission Instructions**

Applicants must submit applications electronically at [www.iowagrants.gov](http://www.iowagrants.gov). Applicants should 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 C](#)).

Each application must include a Program Contact, which will be the email and phone number we use to contact for questions and to notify regarding the outcome of the grant application.

Official email communication from IWD regarding this application will be issued from [iowa.grants@webgrantsmail.com](mailto:iowa.grants@webgrantsmail.com) or [patrick.rice@iwd.iowa.gov](mailto:patrick.rice@iwd.iowa.gov). Applicants are required to ensure these communications are received and responded to accordingly.

### **2. Content**

Applicants will enter or attach the following components of a complete application in [www.iowagrants.gov](http://www.iowagrants.gov).

- **General Information:**
  - **Cover Sheet**
  - **Program Information**
  - **Program Description (short description)**
- **Defined Barriers/Description of Need**
- **Program Plan Narrative/Training Approach**
- **Partnerships**
- **Program Measurement and Evaluation**
- **Program Sustainability and Organizational Capability**
- **Budget Narrative & Budget Spreadsheet**
- **Letters of Support Attachments**
- **Minority Impact Statement**
- **Authorization, Assurances, and Certification**

[See Appendix A](#) for further instructions and application guidance.

### 3. Submission Dates and Times

4.

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

Defined Barriers/Description of Need	10 points
Program Plan Narrative/Training Approach	35 points
Collaboration and Partnerships	10 points
Program Measures & Evaluation	20 points
Program Sustainability & Organizational Capacity	15 points
Budget Narrative & Budget Spreadsheet	10 points
<b>TOTAL</b>	<b>100 points</b>

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

### 2. Review and Selection Process

IWD will conduct a comprehensive, fair, and impartial evaluation of completed applications received through Iowa Grants by the stated deadline in response to this NOFO. IWD will use an evaluation committee to review, evaluate and recommend an award based on the results of the scoring criteria. The evaluation team will consist of 3-5 members and will use the scoring criteria listed in this section to review applications. 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 their budget. This information is used by IWD staff in making funding recommendations. Applications may be recommended for funding even if they are not asked clarifying 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 may be selected to enter into a grant agreement, finalizing grant terms, budget, and 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:

Patrick Rice  
Iowa Workforce Development  
[patrick.rice@iwd.iowa.gov](mailto:patrick.rice@iwd.iowa.gov)

### **TECHNICAL ASSISTANCE**

Technical Assistance (TA) will be provided throughout the application process, in the form of public questions 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 considered for review if deemed appropriate by IWD, however, the

State of Iowa will not make an award until all eligibility criteria are met.

2. Applications that are deemed to be priority will be weighted above those that are not deemed priority based on this NOFO.
3. IWD reserves the right to request additional information from applicants to evaluate applications.
4. IWD, at their sole discretion, reserve 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.
5. 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 provisions of law.
6. 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.
7. All decisions by IWD are final.
8. Upon IWD's 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 their discretion, may extend the time period for executing the grant agreement.
9. Any grant agreement awarded by IWD shall include specific provisions, terms, and conditions.

## APPENDIX A: Central Iowa Training Program FY23-24 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

### Program Description

Provide a brief summary (no more than three sentences) that tells us what you are proposing, the program goal, and the anticipated outcomes.

### Defined Barriers/Description of Documented Need

Provide a description of the barriers your organization faces and how it relates to the needs of the community. Demonstrate the need for this program and how this information was obtained either through surveys, reporting data sets, length of time data was collected, and relationship to hardships, etc. This area provides the justification for your program proposal.

### Partnerships

Detail significant collaborations and partners for the program and how these play a key role in program success. Describe what role outside entities/partners will play in the training program



and include descriptive letters of support. Include any previous collaboration with partner(s).

### **Program Plan Narrative/Training Approach**

Provide details of the program training plan related to the stated needs and barriers. Describe details of the training process supported by the grant funds including various ways of how the training will be delivered, what types of training certificates and skills will be earned, optional expansions, and how the certificates and skills are reflective of labor market needs in central Iowa. Provide details of what additional supportive services will be provided as well as funding, how those will be of benefit for the participants throughout the program and describe how individuals are recruited and selected for the training program. Include description of occupations, wages, connections to barriers, targeted population and size of participation, demographics and selection process.

### **Project Measurement and Evaluation**

Provide a descriptive list of key tasks, performance measures, and outcomes related to performance measures and how you will measure these. Provide a detailed timeline outlining specific tasks, completion rates and responsibilities related to the stated performance measures. Describe the evaluation tool, measurement of the evaluation, as well as the delivery method of how you will evaluate and the success indicators of the program.

### **Project Sustainability**

Describe the steps that will be taken to ensure the sustainability of the program – including training and retention of trained staff – beyond the grant period, if deemed successful. List community partnerships, commitments of business, assets, etc.

### **Organizational Capability**

Describe the related experience of the applicant and partners (if applicable) responding to the funding announcement. Subcontracting to implement the program will not be permitted. Provide information about the applicant's size and structure, as well as the length of time in business. Describe how the applicant will develop a long-term, sustainable program to train unemployed and underemployed central Iowans with skills necessary to advance to higher-paying jobs with full benefits. Include an organizational structure and involved staff.

### **Budget Narrative and Budget Spreadsheet – Appendix D**

Provide a descriptive budget narrative that further explains the budget spreadsheet. Explain items listed in column B of the budget spreadsheet proposed costs and an overview of how the costs were calculated. Indicate the requested funding amount and describe the nature of the funds for this grant and indicate whether they are on hand and ready for use.

Ensure the total grant funds requested in your application match the total amount included on the Budget Spreadsheet (Appendix D). Upload the completed Budget Spreadsheet (Attachment D) as an Excel document in the application forms section – **BUDGET MUST BE UPLOADED AS AN EXCEL FILE ON THE TEMPLATE PROVIDED.**

### **Application Attachments**

Upload the following in the Attachment section of [lowagrants.gov](http://lowagrants.gov):

- Letters of commitment from key partners (combine and upload as a single PDF document). These are not reference letters, applicants must include a letter from any significant partner listed in the application that details the commitment.
- Completed Budget Spreadsheet form (Appendix D) (upload as Excel spreadsheet).

### **Minority Impact Statement**

Pursuant to 2008 Iowa Acts, HF 2392 Iowa Code Section 8.11, all grant applications submitted to the State must include a Minority Impact Statement. This requires applicants to consider the potential impact of the grant'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: Central Iowa Job Training Program FY23-24 Scoring Rubric

### Defined Barriers/Description of Documented Need – 10 points

- Description of documented needs and barriers of business and community
- Describe how this information was obtained (surveys, governmental data sets, etc.), for how long, and hardships

### Program Plan Narrative/Training Approach – 35 points

- Describe the program plan and vision on how the program will benefit lowans and assist with the development of a skill set leading to self-sufficiency. Provide details of:
  - Occupations including wage information
  - Connections to identified barriers
  - Targeted populations, size and demographics
- Describe the training process supported by the grant funds, including:
  - How the training will be delivered and length of time
  - What types of training certificates and skills will be earned, optional expansions, and how certificates/skills are connected to industry needs and reflective of labor market
  - Details of additional support services and funding that will be provided
  - Provide a detailed description how individuals are recruited/selected for the program

### Collaboration and Partner Relationships - 10 points:

- Define collaborations and partners for the training program
- Detail key role(s) of collaborations and partners in program success

### Performance Measures & Evaluation - 20 points:

- Program Tasks and Key Performance Measures – provide a list of key tasks, performance measures, and outcomes related to performance measures
- Provide a detailed timeline outlining specific tasks, completion rates and responsibilities
- Provide a description of the evaluation tool and the measurements
- Describe the method of how you will deliver the evaluation and outline the success indicators

### Program Sustainability & Organizational Capacity - 15 points:

- The years of experience operating this program or similar programs as well as additional connections to program or the community, size of business and organizational structure
- At least two letters of reference attest to this experience
- How the organization will develop a long-term, sustained program to train unemployed and underemployed central lowans with skills necessary to advance to higher-paying jobs

### Budget Summary & Narrative - 10 points:

- The attached budget should be downloaded from the budget spreadsheet provided in Appendix D. The applicant should complete this spreadsheet and include accurate details of how item costs are calculated, staff time should be included based on a percentage of time. All budget items listed should be accurately discussed throughout the project design narrative where appropriate in how these items or staff will be used to support the program and participants.

## 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. Watch this quick 4 min video: <https://dom.iowa.gov/iowa-grants-login>
2. Go to [www.iowagrants.gov](http://www.iowagrants.gov)
3. Always select the blue button “Click Here to Access Single Sign On Tool” no matter if this is your first time accessing the system or you’re already registered.
4. Do not use the “enter your user ID and password” options.
5. If you do not have an account, select “Sign Up” at the bottom of the screen.
6. Enter your first name, last name and valid email address.
7. Complete the Set Up for security methods, including setting your password.
8. Verify your email and enter the verification code that was sent by the system. This email is sent by [Admin@id.iowa.gov](mailto:Admin@id.iowa.gov). This provides you with a one-time code to complete the verification process.
9. Complete your registration by entering your contact information on the Registration page. Enter your basic information and select your Program Area of Interest. While the system instructions do not make this clear, it is important that you select a program area of interest from the drop-down list. This will expedite registration.

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 Patrick Rice at [patrick.rice@iwd.iowa.gov](mailto:patrick.rice@iwd.iowa.gov) .*

## APPENDIX D: Central Iowa Job Training Program FY23-24 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.***