

2023 Statewide  
Intermediary Work-  
Based Learning Grant  
Webinar

# Iowa Workforce Development

*Serving Iowans*

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# Agenda

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- Introductions
  - Program Background Information
  - Grant Overview
  - Questions and Answers
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- Please use the chat to pose your questions.
  - We will answer questions after the grant information is shared if time allows.
  - We will post all questions and answers on the webpage as soon as possible.
  - The webinar will be recorded and available soon after the conclusion.

# Big Picture

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Workforce has been, is now and will continue to be a priority issue for the State of Iowa.

Ultimate Goal: Every student in Iowa can participate in a resume-worthy, career training opportunity.

All school districts equipped with a continuum of work-based learning opportunities for students, a path for everyone.

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# Purpose

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The purpose of the Statewide Intermediary Work-Based Learning Network is to prepare students for the workforce by facilitating cooperation and collaboration among businesses, schools and related partners.

**\*This is done by offering relevant, work-based learning activities to students in all school districts in Iowa.**

Your grant application **must** indicate how you will communicate and work with **every school district** in the region.

# Historical Context

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The Iowa Intermediary Network established in 2013 through the Iowa legislature. In 2014 the Iowa Department of Education began overseeing the development and implementation of the network.

The work of the intermediary program paved the way for work-based learning activities and opportunities across the state over the past 8 years.

The work done by the intermediary network has laid the groundwork for this program to evolve into a new focus that will continue the growth and expansion of work-based learning.

In November 2022, the Intermediary Network program was transferred from the Iowa Department of Education to Iowa Workforce Development.

This transfer is part of a larger goal to align workforce programs across the state.

# Current Status

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Many partners with a focus on work-based learning across the state and more engaging all of the time (Future Ready Iowa Strategy 3).

A growing number of school districts employing Work-Based Learning Coordinators and evolving their own work-based learning programs.

High need from employers to build and strengthen workforce pipelines and increasing interest and commitment from who employers seeing the need and value to company and community.

Varying levels of knowledge and understanding of the work-based learning opportunities, how to form partnerships, implement programs. Every scenario and situation is different. The work requires different brainstorming, problem solving and solutions.

Great opportunities across a continuum have evolved – a way that works for every student to find their purpose and passion.

Continued need to provide opportunities for students to develop transferrable, needed employability skills to support future success (Future Ready Iowa Strategy 4).

# State Context

Recommendations from the Recovery Task Force Education Group (Feb. 2021)

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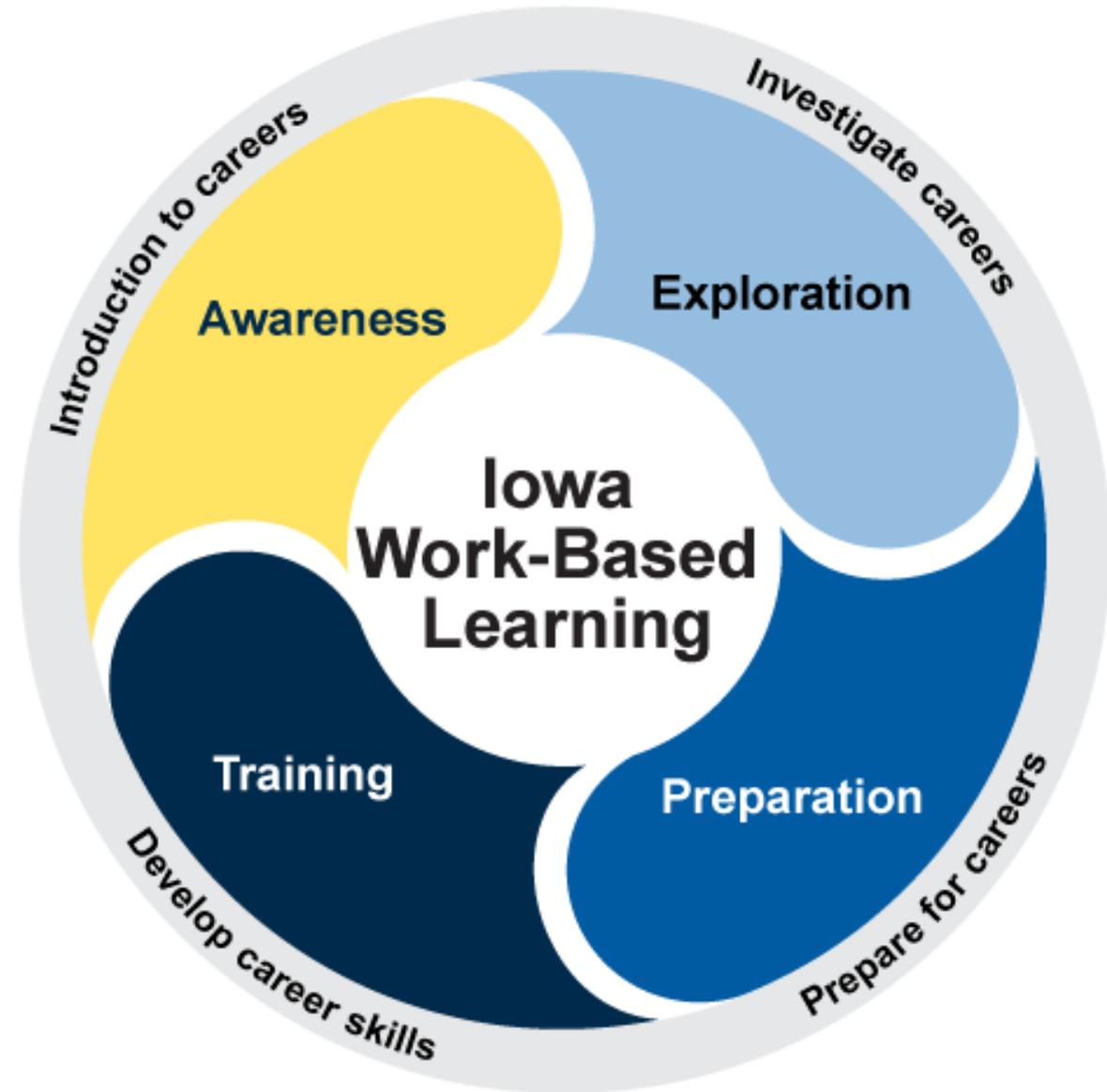
- At least 80% of high school students have participated in at least one in-depth WBL opportunity by 2024, with 100% participation by 2027.
- 50% of school districts participate in Registered Apprenticeship programs by 2027, with 100% participation in 2030.
- At least 75% of school districts will have or share a designated WBL coordinator by 2023.
- At least 75% of school districts will have one or more school-business partnerships, including partners that represent the diversity of the region by 2023.

**Iowa graduates more than 30,000 high school seniors every year.**

Iowa AEA PREP data – Postsecondary Outcomes

2020 Postsecondary Intent	75.1%	Enrolled within one year	60.5%
2021 Postsecondary Intent	72.1%		

# Program Evolution



# Program Evolution

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## Focus

The primary focus of program has been on career awareness, exploration and preparation. With the alignment of workforce programs, and the changing landscape, this funding opportunity is evolving to a focus on helping school districts and employers build local capacity to implement work-based training programs (develop career skills) for students in high schools.

## Why?

- To serve more students. In order to accomplish this we have to build local capacity.
- Many more partners in the work-based learning space now, how do we work together to grow opportunities.
- To connect youth without post-secondary plans to other paths to success.
- Meet workforce needs.

# Grant Priority

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Priority (this is done via the scoring rubric) will be given to applicants who demonstrate the ability to prioritize the following:

Prioritize development of work-based learning training programs (develop career skills) including internship, pre-apprentice and registered apprenticeship programs.

Prioritize focus on middle and high school students.

# Key Definitions

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*“Community College Region”*: **This is a region in Iowa that is the same as Iowa’s pre-designated community college regions.** Only one award will be awarded per community college region. An applicant may apply for multiple community college regions but will need submit a unique application per region served.

*“Event”*: An event is one of the identified work-based learning activities described in the Program Plan (Appendix E). For example: A career fair is one event, if three career fairs are hosted as part of the intermediary work, this would equate to 3 events. Events exist in one of two categories for scoring purposes.

Category One events include Career Classroom Speakers, Career Fairs, Career Simulation Events, Job Shadows, Worksite Tours, and Student Skills Development Activities ( Career Awareness, Exploration, Preparation).

Category Two events include Work-Based Learning Technical Assistance, Internship, Pre-Apprenticeship and Registered Apprenticeship program agreements and Educator and Employer Skill Development Activities (Career Training).

# Key Definitions

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*“Work-based Learning Technical Assistance”*: Facilitated meetings with key stakeholders prioritizing schools and employers to discuss work-based learning opportunities specifically internships, pre-apprenticeships and registered apprenticeships.

This is an in-person or virtual meeting facilitated by the Intermediary. These meetings are conducted in a **proactive manner or as a response to a request**. The meetings are intended to start or expand school-business partnerships leading to a registered apprenticeship, pre-apprenticeship or internship program.

*“Educator Skill Development Activities”*: Coordination of teacher externships, workplace tours, assistance developing work-based learning plans.

*“Employer Skill Development Activities”*: Education and technical assistance to support employers’ capacity to successfully implement work-based learning programs with partner schools.

\* Training will be provided, templates will be provided, learning opportunities will be provided.

# Additional Information

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## **Project Award Period**

July 1, 2023 through June 30, 2024

## **Award Amount**

May be up to \$96,666 per region.

## **Eligible Applicants**

**Include** Iowa educational organizations, community colleges, non-profit organizations, local workforce development boards, other entities with the **capacity to coordinate and provide relevant and required work-based learning activities as described in the notice of funding to all school districts in a community college region.**

# Additional Information

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## Use of Funds

Funds can be used for expenses related to the successful implementation of the program. This includes staff salary and benefits, transportation, materials and supplies, and other related expenses. These expenses need to be identified and explained in the grant budget and budget spreadsheet for the grant application.

## Type of Award

This funding is **upfront payment**. Upon approval of the grant award, project plan and a signed MOU, the funds will be dispersed to the awardee.

Expense documentation will need to be provided as part of reporting.

## Cost Sharing or Matching Funds

Applicants are required to match the funds received with financial resources equal to at least 25% of the amount of funds received at the time of application submission. The financial resources used to provide the match may be private donations, in-kind contributions, or public funds other than the grant funds received from this grant opportunity. Documentation of the availability of matching funds must be included as an attachment with the grant proposal.

Approved documentation for verification of matching funds includes a letter of explanation detailing the dollar amount from a third-party financial institution, a bank statement or letter from a Certified Accountant showing the funds available for the purpose of the grant.

# APPENDIX A: Iowa Intermediary Work-Based Learning Network Application Guidance - Example

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## Regional priorities

The top priority for FY 2024 is to facilitate and support the development, capacity, and sustainability of work-based learning plans within schools and employers, which include the development of internships, pre-apprenticeships, and Registered Apprenticeship programs between high schools and employers. **Knowing this is top priority please detail the following.**

- Identify two additional work-based learning priorities for the region most needed to prepare students for the workforce and to make quality connections between high school students and employers.
- Identify and justify the information and data gathered that supports these additional identified priorities.

# APPENDIX B: Iowa Intermediary Work-Based Learning Network Scoring Rubric

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Regional Priorities	10 points
Program Plan and Performance Measures	40 points
Key Partnerships and Collaborations	20 points
Organizational Capacity	20 points
Budget Narrative & Spreadsheet	10 points
TOTAL	100 points

See **Appendix B** for a full description of criteria and a scoring rubric

# APPENDIX C: IowaGrants.gov New User Registration Instructions

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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

# Iowa Workforce Development Grant Budget Form



1. GRANT APPLICATION:

2023 State Intermediary Work-Based Learning Grant

2. ORGANIZATION NAME:

3. PROPOSED PROJECT:

a. Estimated Event Information:

Number of Events:

Estimated Amount (\$) for Events:

## 4. BUDGET PROPOSAL

(A)

(B)

(C)

(C)

(D)

(E)

COST CATEGORY

DESCRIPTION

COST SHARING  
AMOUNT (Dollars)

COST SHARING  
SOURCE

GRANT FUNDS  
REQUESTED

FUNDS APPROVED (for  
internal use only)

INTERNAL USE ONLY

(A) <u>COST CATEGORY</u>	(B) <u>DESCRIPTION</u>	(C) <u>COST SHARING AMOUNT (Dollars)</u>	(C) <u>COST SHARING SOURCE</u>	(D) <u>GRANT FUNDS REQUESTED</u>	(E) <u>FUNDS APPROVED (for internal use only)</u>	<u>INTERNAL USE ONLY</u>

	A	B	C	D
1	<b>2023 Iowa Intermediary Network Program Plan and Performance Measures - APPENDIX E</b>			
2	<b>Name of Applicant:</b>		<b>Contact Name:</b>	
3	Include your goals for the identified performance measures based upon the grant priorities and the region priorities you identified.			
4	<b>Work-Based Learning Activity</b>	<b>Definition of Activity</b>	<b>Number of Events</b>	<b>Percent of Total</b>
5	Career Classroom Speakers	An industry expert shares their perspectives on their career and their passion for what they do to make connections with duties and daily activities of the job. The speaker also is open for questions from students and educators.		0.00%
6	Career Fairs	These events are an exposure tool for students of all ages to learn about a variety of career options. Events should include age-appropriate, job-related, interactive activities and information.		0.00%
7	Career Simulation Events	Interactive experiences, such as a simulation trailer (STEM, construction, CDL, etc.), Careers on Wheels, and other simulator experiences at a physical location or via a virtual site.		0.00%
8	Job Shadows	A job shadow is for students interested in exploring specific careers by observing experienced employee performing typical work duties in a real-world work environment. This is a temporary (at least 2 hours, ideally longer) unpaid exposure to the workplace. Students should receive advanced formal instruction about their career choice, expectations of the job shadow, including how to prepare for their visit, and afterward provide reflection/follow-up. Discuss the potential next work-based learning options.		0.00%

9	Worksite Tours	A career experience where students tour a workplace to learn about careers, industry expectations, observe relevant work in progress and ask questions of industry professionals. Focused on a career pathway and offering an opportunity to learn in-depth about several careers on-site, including a hands on activity at the worksite.		0.00%
10	Skill Development for Students	Activities designed to enhance career development skills. Can include resume/cover letter preparation, job shadow/internships preparation, communications and collaboration.		0.00%
11	Work-Based Learning Technical Assistance Meetings (Minimum suggested goal is 33).	Facilitated meetings with key stakeholders prioritizing schools, and employers to discuss work-based learning opportunities specifically <b>Internships, Pre- Apprenticeships and Registered Apprenticeships</b> . This is an in-person or virtual meeting facilitated by the Intermediary. These meetings are conducted in a proactive manner or as a response to a request. The meetings are intended to start or expand school-business partnerships leading to Registered Apprenticeship, Pre-Apprenticeship and Internships.		0.00%
12	Work-Based Learning Technical Assistance Meetings: <b>Internship Agreements</b> (Minimum suggested goal is 3).	Facilitated agreements with key stakeholders including school, employers to establish an <b>Internship</b> program. Signed agreement is completed between parties to move forward in the process.		0.00%

# Key Partners/Stakeholders

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These are partners and/or stakeholders who are key collaborators to the work to be done.

- Organizations also working in the work-based learning space in the local area, for example: economic development, AEA's, STEM region, associations, IowaWorks Centers, Local Workforce Boards, Sector Boards

These are not employers and schools.

List the relevant organizations up to 5, there is no need to include more than this.

## APPENDIX F - 2023 Iowa Intermediary Network Key Stakeholder/Partner List

Please complete this form by listing the key stakeholders/partners you propose to collaborate with to meet the work-based learning needs of the students in your region. Include the

- Name of the key partner agency.
- Role the partner agency will play (examples: provides mock interviews and resume education for students, provides classroom speakers, coordinates career fairs).
- Indicate if the partner is a current partner or a proposed partner.

Applicant Organization \_\_\_\_\_

### **Current Key Partners**

Key Partner Agency \_\_\_\_\_

Partner Role \_\_\_\_\_

### **Proposed Key Partners**

Key Partner Agency \_\_\_\_\_

Partner Role \_\_\_\_\_

# In Kind Match

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The match may be private donations, in-kind contributions, or public funds other than the grant funds received from this grant opportunity.

Documentation must be included as an attachment with the grant proposal.

## Cash

- Letter of explanation detailing the dollar amount from a third-party financial institution, a bank statement or letter from a Certified Accountant showing funds available for the purpose of the grant.

## In-Kind

- Form is included as Appendices

## In-Kind Contribution Verification form

Name of Funding Opportunity:

Name of Applicant:

Date:

To be considered eligible for review, applicants are required to match the funds received with financial resources equal to at least 25% of the amount of funds received at the time of application submission. The financial resources used to provide the match may be private donations, in-kind contributions, or public funds other than the grant funds received from this grant opportunity. Documentation of the availability of matching funds must be included as an attachment with the grant proposal. Approved documentation for verification of in-kind contributions must:

- Not be included as contributions for any other Federal or State award;
- Are necessary and reasonable for accomplishment of the project or program objectives;
- Are not paid by the State or Federal Government under another Federal or State award;

Item/Service/Labor	Relationship to Project or Objectives	Fair Market Value (\$)	Eligible Value (IWD only)
<i>Total Amount Requested for In-Kind Cost Match Consideration</i>			

To substantiate the fair market value of in-kind goods and services, please list out the item, relationship to the project or program objectives and the fair market value. Iowa Workforce Development retains the right to request additional documentation for substantiation of listed fair market value if needed (i.e. appraisals, Kelly blue book value, etc). In-Kind contributions are defined as services, materials, equipment, or labor committed or received at a conservative value.

If goods or services were donated in support of a sponsored project, the items listed must also have the business's In-Kind Contribution form accompanying this form. This form must be signed by both entities and have the description of the item and fair market value included to be considered validated.

The information provided on this form is as accurate to the best of knowledge possible.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## Reminders:

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- Applications are due June 2, 2023 at **11:59 am**.
- Must use the budget template and include it with the application.
- Technical Assistance – Contact Kathy Leggett [Kathy.Leggett@iwd.iowa.gov](mailto:Kathy.Leggett@iwd.iowa.gov).
- Don't wait to create an account in Iowa Grants.
- Training will be provided on an ongoing basis to awardees.
- Project plan goals needs to reflect the related specifically to the funding that is being applied.  
What is this funding going to produce that would not be produced without the funding.  
These goals do not encompass events that will happen as part of a larger program.
- The project plan goals are events, not individuals.

# Questions

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