

Notice of Funding Opportunity

State Agency Name: **Iowa Workforce Development Funding Opportunity**

Title: **Teacher Para-Educator Registered Apprenticeship 2.0 Program**

Announcement Type: **Initial**

Assistance Listing Number (formerly CFDA Number): This award will be funded by a combination of the 21.027 American Rescue Plan - Coronavirus State and Local Fiscal Recovery Funds as well as supplemented by additional funding from the State of Iowa.

IMPORTANT DATES

Deadline: Applications for the funds are due by **Monday, December 2, 2024, by 2:00 p.m. Central Time.**

Applicant Webinar Date: Iowa Workforce Development (IWD) will host a webinar to provide additional information on **Wednesday, November 6, 11:00A.M.-12:00P.M.**

Application Notification: A Notice of Intent to Award will be posted on the following websites:

<https://apprenticeship.iowa.gov>

www.iowagrants.gov

PROGRAM DESCRIPTION

Purpose

The purpose of this Notice of Funding Opportunity (NOFO) is to enable Iowa Workforce Development (IWD) to award grant funding to support Iowa Community School Districts in developing new Teacher Aide I and/or K-12 Teacher Registered Apprenticeship program to assist in addressing the negative impact of learning loss related to the effects of the COVID-19 pandemic and teacher shortages across the state.

Funding Priorities

Priority will be given to applicants that:

1. Are Iowa school districts that demonstrate a high need for additional certified teachers within their district by providing information of current and/or near future open positions within their district.
2. Provide documentation demonstrating a high percentage of free and reduced lunch participation within their district

Performance Measures

- Number of registered apprentices from an underrepresented population enrolled.
- Current wages (include anticipated wage increases) for each registered apprentice.
- Number of registered apprentices earning a credential.
- Number of anticipated registered apprentices completing the program.
- Number of registered apprentices earning an endorsement.
- Describe your plan and ability to track and measure the performance measures (on the job training competencies) of the registered apprentice program.

- Describe your plan and ability to track the hours of the classroom training requirement for each apprentice in the Registered Apprenticeship program.
- Describe your plan and ability to ensure and track that each apprentice has a mentor (licensed teacher) throughout the registered apprenticeship program. Mentor to apprentice ratio must be 1:1.

Program Authority

IWD's authority to award these grants may be found in the American Rescue Plan Act of 2021, (H.R.1319), as delegated by Governor Kim Reynolds pursuant to her authority under the same act. This award will be funded by a combination of the 21.027 American Rescue Plan - Coronavirus State and Local Fiscal Recovery Funds as well as supplemented by additional funding from the State of Iowa.

Definitions

Apprentice – *An employee at least 18 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation as provided in 29 CFR§29.4 under standards of apprenticeship and is registered with the USDOL/Office of Apprenticeship or as defined by Iowa Code § 84D.2(1) and is registered with the Iowa Office of Apprenticeship.*

Beneficiary – *An individual or entity that receives funds as the end user of assistance from an award (the one receiving the benefit).*

Consortium – *a collective group up to a maximum of five (5) Iowa school districts, with one district serving as the Sponsor District and remaining districts serving as Partner Districts.*

Fees – *a payment for a stated service provided by a college or university traditionally associated with tuition. Does not include parking or graduation fees.*

Mentor – *An experienced worker who has attained a mastery level of skill, abilities and competencies required for the occupation and oversees and guides the work of the apprentice in the on-the-job training.*

On the Job Learning (OJL) - *A workforce development strategy where employers of all sizes provide structured on-the-job learning to prepare for a successful career, which includes instruction from an experienced mentor.*

Partner District – *also known as the Employer Partner - an Iowa public school district serving as a partner with the main contact for the award, also known as the Sponsor District. This district will follow the standards of the registered apprenticeship program held by the Sponsor District. Partner Districts are not contracted with IWD.*

Registered Apprenticeship Program – *A nationally recognized program approved by the US Department of Labor. All programs include paid wages and at least one regular wage increase(s) during the program. Individuals enrolled in the program are known as apprentices and may earn credit toward a college degree. The length of a Registered Apprenticeship programs varies but is typically two to four years.*

Related Training Instruction (RTI) - An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Office of Apprenticeship or the Iowa Office of Apprenticeship.

Sponsor District – also known as the Lead Sponsoring District or an Intermediary District, an Iowa public school district serving as the main applicant and contact for the award. This district will hold the standards of the registered apprenticeship program and is the contracted district with IWD.

Standards – Detailed outlines of each component of a Registered Apprenticeship program. These documents include the recruitment and mentorship expectations, on-the-job training schedule, related training instruction outline and wage schedule.

Tuition – a sum of money publicly published by a college or university for educational instruction.

Wages – a fixed, regular payment made by an employer to an employee that may or may not vary based on the number of hours worked.

AWARD INFORMATION

Funding

Governor Kim Reynolds has reserved funding under the federal American Rescue Plan Act (H.R.1319) of State and Local Fiscal Recovery Funds for this Notice of Funding Opportunity. This award will be funded by a combination of the 21.027 American Rescue Plan - Coronavirus State and Local Fiscal Recovery Funds as well as supplemented by additional funding from the State of Iowa.

Estimated Award Amounts

The estimated total award amount will be based on the number of anticipated apprentices applied for in the application and the amount of available funding. Iowa Workforce Development is providing awarded districts a maximum of \$32,800.00 for each registered apprentice in their district participating within the Teacher Aide I Registered Apprenticeship Program. Iowa Workforce Development is providing awarded districts a maximum of \$38,000.00 for each registered apprentice in their district participating within the Teacher Educator Registered Apprenticeship Program. Remaining funding from one apprentice not utilizing the full amount may be used to increase participation within the program; however, additional funding may not be added to increase apprentice award maximums identified per apprentice based on the eligible registered apprenticeship program.

State or Federal Match Requirement

There is no state or federal match requirement or cost sharing associated with this Notice of Funding Opportunity.

Project and Award Periods

Pursuant to the American Rescue Plan Act of 2021, (H.R.1319), funds received as part of this program must be entirely spent by June 30, 2026. Any funds not expended for activity completed by June 30,

2026, will be forfeited and IWD will not be obligated to provide additional funding for program completion. Funding will need to be obligated by December 31, 2024.

The funds for this award are provided by the State and Local Fiscal Recovery Fund (SLFRF), part of the American Rescue Plan. SLFRF requires that all costs be incurred during the period beginning March 3, 2021, and ending December 31, 2024. Therefore, all costs incurred prior to March 3, 2021, and after December 31, 2024, are not eligible uses of these funds. The period of performance for this program begins February 15, 2025, and ends June 30, 2026, which will provide recipients an additional eighteen months during which they may expend funds for costs incurred (i.e., obligated) by December 31, 2024. Any award funds not obligated or expended within these timeframes must be returned to the State. Recipients of these funds will be held accountable to these funding timeframes.

Awardees must provide a detailed report of the progress of the project and the use of funds each quarter, beginning from the date the Agreement between the applicant and the State is fully executed.

Reporting & Financial Period	Program Period Report	Due Date (No later than)
2/15/2025-05/31/2025	Semester	June 30, 2025
06/01/2025-08/30/2025	Semester	September 30, 2025
09/01/2025 – 12/31/2025	Semester	January 31, 2026
01/01/2026-06/30/2026	Semester	July 31, 2026
2/15/2025-6/30/2026	Final	August 31, 2026

The period of performance for this award begins February 15, 2025, and ends June 30, 2026, providing up to 17 months for the award period. Requirements of the Teacher Aide I Registered Apprenticeship program is considered a two-year, competency-based program and may extend beyond the period of performance of this award. Awarded districts that incur expenses with participation of this program outside of the period of performances will not be eligible under this award. Expenses incurred with continued participation after June 30, 2026, will be the responsibility of the district.

Requirements of the K-12 Teacher Registered Apprenticeship program is considered a three-year, competency-based program and will likely extend beyond the period of performance of this award. Awarded districts that incur expenses with participation of this program outside of the period of performances will not be eligible for reimbursement under this award. Expenses incurred with continued participation after June 30, 2026, will be the responsibility of the district.

Type of Award

Awarded districts will be provided funds to address various needs as a result of the negative educational and economic impact of the pandemic. This beneficiary program will directly benefit the awarded districts by addressing the increased needs of the workforce to mitigate learning losses, shifts of district priorities and additional needs incurred due to the COVID-19 pandemic.

Use of Funds

As a condition of receiving the funds appropriated under this Notice of Funding Announcement (NOFO), the beneficiary shall testify upon the request of any committee or subcommittee of the State of Iowa General Assembly regarding the expenditures of such funds.

Funds are intended to be used for:

- Tuition, Books and Fees - Public rates of tuition and fees at a two-year, accredited community college and/or a four-year, accredited college or university.
- Wages for district employees who are Registered Apprentices within the District's Teacher Aide I and K-12 Teacher Educator Registered Apprenticeship program

All grant funds are administered as reimbursement only, and no advance payment options are available. Ineligible use of funds would include expenses for current licensed teachers in the state of Iowa due to the ineligibility of participation in the apprenticeship program.

Teacher Aide I Registered Apprenticeship Program

Awarded school districts will be eligible to claim up to \$8,200.00 per eligible apprentice each semester up to the maximum apprentice amount of \$32,800.00, or for a maximum of four (4) semesters. Under the terms of this award, a semester is considered January-May, June-August and September-December. This allows for a district to submit up to three requests per calendar year and for a maximum of four (4) submissions. Awarded districts will be required to provide completed approved transcripts and an employee agreement letter for each claim for the previous semester. For the Summer semester, an employee agreement letter for the following Fall semester will be required. Participants must complete at least four (4) credit hours per semester to be considered eligible.

K-12 Teacher Educator Registered Apprenticeship Program

Awarded school districts will be eligible to claim up to \$9,500.00 per eligible apprentice each semester up to the maximum apprentice amount of \$38,000.00, or for a maximum of four (4) semesters. Under the terms of this award, a semester is considered January-May, June-August and September-December. This allows for a district to submit up to three requests per calendar year and for a maximum of four (4) submissions. Awarded districts will be required to provide completed approved transcripts and an employee agreement letter for each claim for the previous semester. For the Summer semester, an employee agreement letter for the following Fall semester will be required. Participants must complete at least four (4) credit hours per semester to be considered eligible.

Travel Reimbursements

If travel expenses are allowed for reimbursement for this award, all travel expenses incurred by the subrecipient, or beneficiary and allowable reimbursements shall follow the guidelines in the Department of Administrative Services – State of Iowa travel policies in effect at the time of the beginning of the award period.

Reporting Requirements

Grantees will be required to provide training and employment documentation along with program progress to document how the funds were spent and certify the funds were used in accordance with the grant application and grant program. Grantees will be required to submit progress reports quarterly as well as a final report prior to close out. All grantees must provide a detailed final report to Iowa Workforce Development by August 31, 2026. Reports must include, but are not necessarily limited to:

- First and Last name of each apprentice who received grant assistance;
- IowaWORKS and RAPIDS number for each registered apprentice;
- Date of RAPIDS registration for apprentice(s);
- Number of apprentices registered with the program;

- Number of apprentices who complete the program;
- Number of credits earned during the reporting period by apprentice;
- Number of OJT hours completed during the reporting period by apprentice;
- Total number of OJT hours completed in the program by apprentice;
- Total number of RTI hours completed in the program by apprentice;
- Employment verification letter signed by an authorized district representative;
- Official student enrollment verification letter by the RTI provider;
- Details of how the program is impacting the number of teachers available within your district;
- Details of how the program is impacting the quality of teachers available within your district;
- Program progress updates each semester by each apprentice;
- Services provided by partner organizations.

IWD may change, add, or remove reporting metrics throughout the award by providing notice prior to making the change.

Payment Schedule

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

ELIGIBILITY INFORMATION

Eligible Applicants

Eligible Applicants include Iowa school districts as a stand alone applicant or serve as a lead sponsoring district. The Lead Sponsoring District may include up to four (4) Partner Districts forming a consortium of a maximum of five (5) districts. Districts listed as either a Lead Sponsor or Partner may only be listed in one award and not receive funding from multiple awards from this NOFO. The Lead Sponsoring District will be required to register their Registered Apprenticeship program with the Iowa Office of Apprenticeship.

Eligible Applicants will be required to enter into an agreement with one accredited two-year community college for the Teacher Aide I Registered Apprenticeship program or one accredited four-year college or university for the K-12 Teacher Educator Registered Apprenticeship program demonstrating a partnership for the related training instruction of the stated registered apprenticeship program(s). Districts may have up to one (1) agreement with a two-year community college and/or one (1) agreement with a four-year college or university. Each district participating within a consortium must have an agreement with the same two-year and/or four-year college or university serving all districts within the consortium. Districts are encouraged to work with an RTI provider located in Iowa that provides an online platform for their apprentices to utilize in order to increase access for apprentice participation. Successful awardees are encouraged to require the apprentice completing the Teacher Educator Registered Apprenticeship program to complete a three year, in-state service residency with the awarded district.

Applicants must be registered with SAM.gov prior to submission of an application and will be required to provide the unique entity identifier with the application. Awarded districts will be required to maintain an active registration in SAM.gov throughout the duration of the award period.

Ineligible Applicants

Iowa school districts that are awardees of the Teacher Para Educator Registered Apprenticeship program (TPRA) or partner districts within a consortium that are participating within the Teacher Para Educator Registered Apprenticeship (TPRA) program are ineligible for this award.

Additional Considerations

Eligible participants within the Teacher Educator Apprenticeship programs must currently hold, at minimum, an Associate's degree prior to entering into a Teacher Educator Registered Apprenticeship program. If the participants currently hold a Bachelor's degree or higher, the awarded degree must be in a field of study outside of Education to be considered eligible. Verification of this degree will be required prior to approval of participation. Individuals that hold a current teaching license with the State of Iowa or have a lapsed teaching license with the State of Iowa are not eligible to participate as a registered apprentice. Eligible apprentices must be employed with the district as a Paraeducator and may not serve in a substitute or a long-term substitute role during the apprenticeship program.

Participant eligibility will require the participant to be registered in both IowaWORKS and with the Office of Apprenticeship Registered Apprenticeship Partners Information Database System (RAPIDS), which will be validated with an ETA 671 and an Apprentice ID number. Validation of apprentice eligibility will be required each program period by the school district to receive funding.

APPLICATION AND SUBMISSION INFORMATION

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 B).

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. Applicants are required to assure these communications are received and responded to accordingly.

Content

Applicants will enter or attached the following components for a completed application in IowaGrants.gov:

General Information

- Contact Information
- Conflict of Interest Statement
- Minority Impact Statement

- Risk Assessment Questionnaire

Project/Program Summary

- A short description of the project or program

Project/Program Proposal

- Project Service Area
- Project Need
- Project Design and Sustainability
- Performance Measures
- Organizational Capacity
- Budget

Attachments

- Completed Organization W-9
- Budget Summary Spreadsheet
- Other Attachments such as a Procurement Policy may be requested

See Appendix A for further information and application guidance.

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 websites 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

Scoring Criteria

Project Service Area	10 Points
Project Need and Demonstration of how proposal addresses need	20 Points
Program Design including Sustainability	25 Points
Performance Measures	30 Points
Organizational Capability	10 Points
Budget	5 Points
Total	100 Points

Priority Points

Applicants that decide to provide documentation related to the priorities listed previously must submit this documentation as an attachment under *Other Attachments* in Iowa Grants. Up to six (6) additional

points will be awarded to applicants that prove to meet the listed priorities. Applicants submitting documentation for priority consideration must combine all documents into one PDF, upload into Iowa Grants, and submit along with their application.

Review and Selection Process

A review team selected by Iowa Workforce Development will use the criteria listed in this section to review applications under this funding announcement.

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 Iowa Workforce Development 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.

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 available funding. 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 and/or budget is not a guarantee of an award, or the full amount requested.

Awarding Agency Contact(s)

Please direct any questions regarding this NOFO to:

Dane Sulentic
State Apprenticeship Director
Iowa Workforce Development
dane.sulentic@iwd.iowa.gov
515- 725-3766

Ashleigh Vize
TERAP Program Coordinator
Iowa Workforce Development
Ashleigh.vize@iwd.iowa.gov
515-371-8406

Technical Assistance

Technical Assistance (TA) will be provided throughout the application process, in the form of webinars and direct support. A TA schedule will be available on the Iowa Workforce Development website.

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. Upon IWD's approval, the successful applicant will receive a grant agreement via email from IWD. The applicant has 10 business days to sign the grant agreement. If the agreement is not executed within 10 business days, IWD reserves the right to cancel the award. IWD, at its sole discretion, may extend the timeframe for executing the grant agreement.
7. Any grant agreement awarded by IWD shall include specific provisions, terms, and conditions.
8. All decisions by IWD are final.

APPENDIX A: 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 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
- The project's proposed start and end dates
- Amount requested

Project Description and Overall Design

- Provide a summary (2-3 sentences) that tells us what you are proposing, the project goal(s) and anticipated outcomes.

Project Service Area

- Describe the geographic service area including the populations to be served through the project. Provide various demographic information and statistics related to the district including, at minimum, the participation of free and reduced lunch program and ethnicities represented.

Project Need and Demonstration of how proposal addresses this need:

- Provide information related to how the pandemic has affected or shifted the needs district. Provide data sources for your responses.
- Describe how the proposed program will help address Iowa's teacher workforce shortage long term.

Project Design including Sustainability

- Describe the district's experience with Registered Apprenticeship programs and list current Registered Apprenticeship programs offered at your location. Provide details on Registered Apprenticeship programs such as the number of apprentices, opportunities

for expansion, length of time per program, available credentials/endorsements, and program completion/dropout rates.

- List roles and responsibilities of partners, specifically with the RTI provider. Discuss how the determination was made to partner with the RTI provider and their experience with Registered Apprenticeship Programs.
- List potential participant recruitment opportunities with this project and how those were determined. Provide information related to number of anticipated completed participants for this program.
- List potential mentor recruitment opportunities with this project and how those were determined. Describe the support structures the district will provide mentors throughout the program.
- Identify potential barriers participants may encounter and how the district will address those barriers to reduce dropouts and/or non-completers. Identify any barriers that may prevent the district from continuing of the Registered Apprenticeship program after grant funding ends.

Performance Measures

- Describe the project activities and project goals. Ensure proposed project goals align with funding purpose and priorities. Include an outline of a proposed project timeline with key milestones. List support structures the district is planning to utilize to ensure the stated timeline is maintained.
- Provide details on how the district will determine and measure the achievement of the on-the-job training competencies. Describe the progression completion plan for each apprentice.
- Describe the tracking measures related to the RTI coursework and hours the district will maintain for reporting purposes. Describe the partnership between the district and RTI provider.

Organizational Capability

- Include a list of the applicant's staff, including partner staff, to be assigned to the project. Describe the role each key staff person will fulfill as well as the primary person who will serve as the lead point of contact for the project to IWD.
- Describe the related grant management experience of the applicant and partners responding to the funding announcement. Share past successes and/or barriers with similar projects and demonstrate how past experiences will lead to a high likelihood of success with this project.

Budget Summary and Budget Narrative

- Complete the Teacher Para-Educator Registered Apprenticeship (TPRA 2.0) Grant Budget Form for your project. Upload the completed Budget Summary form in the Application Attachments section.

Application Attachments

Upload the following in the Attachment section in IowaGrants.gov.

- Completed Teacher Para-Educator Registered Apprenticeship (TPRA 2.0) Grant Budget Form
- W-9

- MOU agreements with Partnering Districts within a consortium

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: 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 4 min video <https://dom.iowa.gov/iowa-grants-login>.
2. Go to 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. 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 or 515-725-9077.