

Notice of Funding Opportunity

State Agency Name: Iowa Workforce Development

Funding Opportunity Title: Iowa Apprenticeship Act Funding 84E

Announcement Type: Initial

IMPORTANT DATES

- **Deadline:** Grant applications are due by **January 31, 2025, at 2:00 PM Central Standard Time.**
- **Application Notification:** A Notice of Intent to Award will be posted on the following website: <https://workforce.iowa.gov/apprenticeship> and www.iowagrants.gov.
- **Guidance:** Iowa Workforce Development will post information and updates on <https://workforce.iowa.gov/apprenticeship/funding/84E>.
- **Application assistance webinars:**
[Tuesday, January 7 @ 1:00PM via Zoom](#)
[Wednesday, January 22 @ 11:00 AM via Zoom](#)

PROGRAM DESCRIPTION

Purpose

The purpose of the Iowa Apprenticeship Act (84E) grant is to provide financial assistance to sponsors who conduct and maintain an apprenticeship program that has been registered and meets Iowa Office of Apprentice and Department of Labor specific requirement standards. Funds awarded may only be used to help cover the cost of conducting and maintaining an apprenticeship training program.

Funding Priorities

Funding available under this grant is based on the applicant's proportionate share of the statewide total of qualified registered apprentices participating in a qualified registered apprenticeship program.

Qualifications for Eligibility

All applications must include performance measures that logically connect a project's goal(s) with proposed activities and evidence ensuring the continuation and maintenance of the registered apprenticeship program(s). Required performance measures to be addressed within the application include but are not limited to:

- Applicants must have an Iowa-based apprenticeship program registered in the RAPIDS system for apprentices who will be employed at Iowa worksites.
- Applicants must have at least one apprentice with a status of "Registered" in the RAPIDS system on December 31, 2024.
- Applicants must provide proof of a minimum of 100 in-person related training instruction hours in the calendar year 2024 per apprenticeship to qualify for funding.
- Only registered apprentices who reside in Iowa are eligible to be included in a sponsor's application for funding.

- A qualified registered apprentice that may be included in the applicant’s total apprentice count is defined as an active registered apprentice on December 31, 2024, or an apprentice that completed their registered apprenticeship program during the calendar year 2024.
- Applicants must comply with all applicable provisions of state and federal laws pertaining to nondiscrimination, sexual harassment, and equal employment opportunity.
- Applicants receiving 84F funding during the same fiscal year will not be eligible for 84E funds.
- Applicants must apply through IowaGrants.gov utilizing the approved and provided forms.

Program Grant Authority

Iowa Workforce Development’s authority to award these grants is found in Chapter 84E of the Iowa Code.

Definitions

- **“Applicant”**: means an apprenticeship sponsor located in Iowa that has established an apprenticeship program for an eligible apprenticeable occupation that is located in Iowa and approved by the U.S. Department of Labor and the Iowa Office of Apprenticeship.
- **“NOFO”**: Notice of Funding Opportunity and any included attachments, exhibits, schedules, or addenda.
- **“Registered Apprenticeship”**: A Registered Apprenticeship is a nationally recognized apprenticeship that is approved by the US Department of Labor. All Registered Apprenticeships are paid and include regular wage increases during the program. Individuals who complete a Registered Apprenticeship earn a nationally recognized credential.
- **“Apprentice”**: Means a worker at least 16 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 C.F.R. §29.4 under standards of apprenticeship and is registered in the RAPIDS database system.
- **“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. 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 Iowa Office of Apprenticeship.
- **“On the Job Learning (OJL)”**: On-the-Job Learning is a workforce development strategy where employers mentor and train candidates as they become fully proficient in a particular skillset or occupation.
- **“Eligible Apprenticeship Sponsor”**: Is an organization operating an apprenticeship program or an entity in whose name an apprenticeship program is being operated, which is registered with the U.S. Department of Labor.
- **“Outcome”**: A type of performance measure that indicates progress toward achieving the intended result of a Registered Apprenticeship Program and usually represents a change in the situation of beneficiaries of a service, such as completing a training program and receiving a certificate of completion.

- **“Wages”**: a fixed regular payment, typically paid on a weekly or bi-weekly basis, made by an employer to an employee.
- **“Tuition”**: a sum of money charged for teaching or instruction by a school, college, or university.
- **“MOU”**: an agreement between two or more parties outlined in a formal document.

AWARD INFORMATION

Estimated Available Funds

The State of Iowa has appropriated \$3 million.

Estimated Award Amount

Grant funding awarded through IWD may vary in amounts as determined by the number of qualifying apprentices and number of qualifying applicants.

Program Application Period

Programs are eligible to apply at IowaGrants.gov for Iowa Apprenticeship Act grant funds annually during the January 2, 2025, to January 31, 2025, application window.

Type of Award

Iowa Workforce Development will award funding to qualifying sponsors. Once a grant is awarded, the recipient will provide IWD with the details of expenses related to the apprenticeship program and will be reimbursed for expenses up to the total award amount. Grant funds are administered as a reimbursement only and no advance payments will be provided.

Use of Funds

Funds awarded may only be used to help cover the cost of conducting and maintaining an apprenticeship training program pursuant to Iowa Code 84E. Eligible dates for reimbursement consideration are restricted to July 1, 2024 – June 30, 2027.

Potentially eligible expenses (list is not all inclusive):

- For active apprentices registered in the RAPIDS system, reimbursement of wages for the registered apprentice(s) while on the job learning.
- During the time period there is at least one active apprentice registered in the RAPIDS system, the reimbursement of the salary for a Registered Apprenticeship Coordinator or a Program Manager.
- Related Training Instruction tuition and associated fees for actively registered apprentices.
- Related Training technical instruction materials (e.g., textbooks, curriculum, etc.) for actively registered apprentices.
- During the time period there is at least one active apprentice registered in the RAPIDS system, in-house Related Training instructor salaries.
- Registered Apprenticeship single purchase of equipment/supplies not exceeding \$5,000. Items such as, but not limited to:

- Tools
- Protective apparel or materials (e.g. PPE, gloves, uniforms)
- Laptops/Computers

Equipment exceeding the purchase price of \$5,000 must have preapproval from Grant Manager and is at the discretion of the awarding agency.

- In-State travel lodging expenses (must follow calendar year 2025 DAS reimbursement policies).
- In-State Conference fees for the registered apprentice.

Expenses that are not eligible for reimbursement (list is not all inclusive):

- Pre-apprenticeship program expenses.
- Purchase or lease of a passenger, personal or business vehicle, including a side-by-side or an ATV.
- Travel expenses i.e., flights, mileage reimbursement, vehicle rentals etc. other than in-state travel lodging.
- Food related expenses.
- Gift cards or vouchers.

Reporting Requirements

There are no reporting requirements associated with this grant.

Repayment Obligation

In the event that any funds are deferred or disallowed as a result of any audits or expended in violation of this Agreement, the Notice of Funding Opportunity (NOFO), approved application or the laws applicable to the expenditure of such funds, the Grantee shall be liable to the Agency for the full amount of any claim disallowed and for all related penalties incurred. If the Agency determines at any time, whether through monitoring, audit, closeout procedures or by other means, that the Grantee has received grant funds or requested reimbursement for costs which are unallowable under the terms of this Agreement or applicable laws, the Grantee will be notified of the questioned costs and given an opportunity to justify questioned costs. If it is the Agency's final determination that costs previously paid by the Agency are unallowable under the terms of the Agreement, the expenditures will be disallowed, and within 30 days after the notice of determination the Grantee shall repay to the Agency any and all disallowed costs. The requirements of this paragraph shall apply to the Grantee as well as any subcontractors.

Payment Schedule

The executed grant agreement will specify conditions for payment and payment schedule. Final submission of all proof of expenses and receipts, reimbursement requests, and proof of payment must be made by September 30th, 2027, by 5:00 p.m. Remaining award funds as of October 1, 2027, will be forfeited by the awardee.

Expense Documentation

Documentation of expenses must be in PDF format. Photos of receipts will not be accepted.

All expense documents must include:

- Receipt or invoice with name of vendor, organization’s name, date that falls within the award period, and a clear description of goods or services provided.
- Proof of payment from the eligible Sponsor organization that includes the name of vendor, organization’s name, expense amount that matches receipt/invoice. Acceptable proof of payment includes front and back of cleared check, credit card statement, bank statement, etc.
- For wage reimbursement, IWD requires time sheets signed by the employer supervisor or HR and pay stubs or payroll register details for the employee for applicable pay periods (within award period) that include:
 - Employee ID/Name;
 - Name of business or organization;
 - Total hours worked;
 - Hourly wage;
 - Total wages paid;
 - Pay period and pay date;
 - Title or position description of employee;
 - Proof of payment for wages (payroll register or paystub);
 - Timesheets to validate hours.

Screenshots from the financial or accounting system for wage reimbursement for eligible positions may not be considered adequate proof of payment.

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 A).

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.

Content:

General Information:

- Sponsor Name (as registered in the RAPIDS database)
- Sponsor Contact Name
- Sponsor E-Mail Address
- Legal Organization Name (as shown on your W-9)
- Business Address (No P.O Box)
- RAPIDS Program #
- Environmental & Worker Safety Affidavit
- Employed at Iowa Work Site
- Use of Iowa Apprenticeship Training Grant

Program Information:

- Total number of non-apprentice employees

- Total number of qualified registered apprentices (apprentices included in the applicant's total apprentice count are defined as an active or completed apprentice during the most recent training year)
- Iowa residency for all apprentices verified via the RAPIDS database system.
- Proof of a minimum of 100 in-person related training hours per registered apprentice claimed.
- Proof of active Registered Apprenticeship program in good standing with the Department of Labor Office of Apprenticeship.

Submission Dates and Times

Please see the Important Dates section at the beginning of this announcement for the submission deadline. The Iowa Workforce Development reserves the right to extend the submission deadline, and any notice of such extension will be posted on the Iowa Office of Apprenticeship website and 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** Grant funding awarded through IWD may vary in amounts as determined by the number of qualifying apprentices and number of qualifying applicants.
2. **Review and Selection Process** A review team will use the criteria listed in the "Qualifications of Eligibility" section to review applications for approval under this funding announcement.
3. **Application Clarification** Some applicants may receive requests to provide clarifying information and/or make changes to their application. This information is used by IWD staff in making funding recommendations. Applications may be recommended for funding even if they are not asked clarification questions. A request for clarification does not guarantee a grant award. Failure to respond to requests adequately and in a timely manner may result in the removal of applications from consideration.
4. **Selection for Funding** Decisions to award grants and the funding levels will be determined per application based upon compliance with the requirements of this funding announcement. Applicants 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.
5. **Submission of an application is not a guarantee of an award.**

Contact

Please direct any questions regarding this notice of funding opportunity to:

Ann Hoepfner
 Grants Program Coordinator
 Iowa Office of Apprenticeship

Iowa Workforce Development
Ann.Hoepfner@iwd.iowa.gov
515-725-3665

Technical Assistance

Technical Assistance will be provided in the form of webinars and direct support.

Other Information

1. If an applicant fails to meet any eligibility criterion at the time of application, the application may still be reviewed but the State will not make an award until all eligibility criteria are met.
2. The Iowa Workforce Development reserves the right to request additional information from applicants to evaluate applications.
3. The Iowa Workforce Development, 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 the Iowa Workforce Development. 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. The Iowa Workforce Development 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 the Iowa Workforce Development are final.
7. 2025 Grant information can be viewed at <https://workforce.iowa.gov/apprenticeship/funding/84e>
8. Upon the Iowa Workforce Development 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 for executing the grant agreement.
9. Any grant agreement awarded by the Iowa Workforce Development shall include specific provisions, terms, and conditions.
10. The Scoring Committee will include members from the Iowa Workforce Development Registered Apprenticeship Program.

APPENDIX A: 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
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.