

## Notice of Funding Opportunity

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

Title: **Summer Youth Internship Program**

Announcement Type: **Initial**

Assistance Listing Number (formerly CFDA Number): **Not Applicable**

### **IMPORTANT DATES**

**Deadline:** Applications for the funds are due by **Monday, March 10, 2025, at 2:00 P.M. Central Standard Time.**

**Applicant Webinar Date:** Iowa Workforce Development (IWD) will host a webinar to provide additional information on Thursday, February 20, 2025, at 1:00 CST. [Register for Webinar: Thursday, February 20 at 1:00 pm \(Zoom\)](#)

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

[Summer Youth Internship Program](#)

[www.iowagrants.gov](http://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 encourage businesses to develop programs that provide high school students and youth between the ages of 14 and 24 internship opportunities that allow youth to explore and prepare for high-demand careers, gain work experience, and develop personal attributes necessary to succeed in the workplace.

**Applicants are strongly encouraged to enroll Summer Youth Internship participants with the Workforce Innovation and Opportunity Act (WIOA) Title I Youth Program in their local area.**

#### **Funding Priorities**

Priority will be given to applicants that:

1. Provide significant evidence of the ability to recruit and enroll participants into the WIOA Title I Youth Program. Applicants are strongly encouraged to partner with their local WIOA Title I Youth Program to enroll participants.
2. Provide evidence of current program management offered to youth at risk of not graduating high school, to youth from low-income households, or to youth who are from communities underrepresented in the Iowa workforce.

#### **Performance Measures**

- Anticipated number of youth served.
- Anticipated number of participants facing barriers related to the priorities (see Funding Priorities).
- Credentials or certifications available for participants.
- Exposure to new career opportunities for participants.
- Anticipated attendance and completion rates for participants.

## **Program Authority**

IWD's authority to award these grants may be found in Iowa Code §84A.12 and Iowa Senate File 2432 signed by the Governor on May 9, 2024.

## **Definitions**

**High Demand Job** - A job identified as having substantial work opportunities available in, and a lack of genuine, qualified applicants for, in the state of Iowa. Eligible Job categories may include occupations within Advanced Manufacturing Production, Installation and Maintenance, Construction & Engineering, Healthcare & Biosciences, Information Technology, and Business & Administrative Operations. [High Demand Job List](#) for a list of approved high demand occupations. Titles of participants must be from this list.

**Internship** – A planned, structured, time-limited (often temporary) paid employment of a youth that focuses on providing youth with work and learning experiences in the youth's areas of interest or fields of study. They may take place in the private, non-profit, or public sector.

**Participant** - An individual who has received grant-assisted services.

**Priority Funding** - Additional points will be given to applicants who meet the funding priorities as outlined in this Notice of Funding Opportunity.

**Program Coordination** - Staff overseeing the day-to-day administration of the project whose primary job responsibilities involve direct participant contact hours.

**Youth** - A U.S. Citizen or Registered Alien between the ages of 14 and 24 at the time of enrollment. WIOA Title I definitions of Out of School and In School Youth can be found here: [LINK](#)

**Youth (Out-of-School Youth (OSY) Eligibility)** - Chapter 8, Section 2.3.2 definition: [LINK](#)

**Youth (In-School Youth (ISY) Eligibility)** - Chapter 8, Section 2.3.3 definition: [LINK](#)

## **WIOA Title I Partnership**

Applicants are strongly encouraged to enroll Summer Youth Internship participants with the WIOA Title I Youth Program in their local area.

WIOA Title I is landmark legislation that is designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers. For more information, please visit: <https://www.dol.gov/agencies/eta/wioa>

The purpose of WIOA Title I is to empower individuals with significant barriers to maximize employment, economic self-sufficiency, independence, and inclusion in and integration into society.

To be considered in partnership with WIOA Title I, proof of partnership in the form of a written partnership agreement from the applicant's local workforce development board is required (to be uploaded as an attachment to your application). Your local area contact will provide you with the approved written

partnership agreement. Awarded applicants will be required to show documentation of WIOA Title I participation and attempts for enrollment of participants.

Local area contacts can be found below:

Northeast Iowa:

Taylor Williams

[taylor@northeastiawdb.org](mailto:taylor@northeastiawdb.org)

Counties: Winnebago, Hancock, Worth, Cerro Gordo, Franklin, Mitchell, Floyd, Butler, Grundy, Howard, Chickasaw, Bremer, Black Hawk, Winneshiek, Fayette, Buchanan, Allamakee, Clayton, Delaware, Dubuque

Central Iowa:

Eric Kress

[Eric.kress@ciwdb.org](mailto:Eric.kress@ciwdb.org)

Counties: Boone, Story, Dallas, Polk, Jasper, Madison, Warren, Marion

East Central Iowa:

Anna Hovey

[admin\\_assist@eciwdb.org](mailto:admin_assist@eciwdb.org)

Counties: Benton, Iowa, Linn, Johnson, Washington, Jones, Cedar

South Central Iowa:

Teri Bockting

[tbockting@sciwalwdb.org](mailto:tbockting@sciwalwdb.org)

Counties: Hardin, Marshall, Tama, Poweshiek, Mahaska, Keokuk, Lucas, Monroe, Wapello, Jefferson, Wayne, Appanoose, Davis, Van Buren

Mississippi Valley:

Miranda Swafford

[director@mississippivalleyworkforce.org](mailto:director@mississippivalleyworkforce.org)

Counties: Jackson, Clinton, Scott, Muscatine, Louisa, Henry, Des Moines, Lee

Iowa Plains:

Elizabeth Waigand

[elizabeth.waigand@iwd.iowa.gov](mailto:elizabeth.waigand@iwd.iowa.gov)

Counties: Lyon, Osceola, Dickinson, Emmet, Sioux, O'Brien, Clay, Palo Alto, Kossuth, Buena-Vista, Pocahontas, Humboldt, Wright, Calhoun, Webster, Hamilton, Plymouth, Cherokee, Woodbury, Ida, Sac, Monona, Crawford, Carroll, Greene, Harrison, Shelby, Audubon, Guthrie, Pottawattamie, Cass, Mills, Fremont, Page, Adair, Montgomery, Adams, Taylor, Union, Ringgold, Clarke, Decatur

## **AWARD INFORMATION**

### **Funding**

The source of funding is the Summer Youth Intern Pilot Program appropriated by the State of Iowa Legislature under Senate File 2432 signed by the Governor on May 9, 2024.

### **Estimated Award Amounts**

IWD anticipates awarding grants to multiple applicants. Grant awards may vary in amounts as determined by the scope of the project. The maximum funding for awards will be \$60,000. Funding decisions are made as funding is available, and IWD is not obligated to provide the maximum grant amount requested. IWD will seek to maximize grant awards to those programs which demonstrate the most significant programming and project responses, and for those whose projects indicate the possibility of the most significant community impacts.

### **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**

The project period is a minimum of six weeks within the timeframe below.

Start Date: May 1, 2025  
End Date: August 31, 2025

IWD estimates the award period will be April 1, 2025, through August 31, 2025. Dates are tentative and are subject to change. Final dates will be determined during the award process.

### **Type of Award**

IWD will pay out grant funds to successful applicants on a monthly reimbursement basis after receipt of completed monthly project reports. Grant funds are administered as a reimbursement only, and no advance payments will be provided.

### **Use of Funds**

As a condition of receiving the funds appropriated under this Notice of Funding Announcement (NOFO), the Grantee 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:

- Participant wages (gross wages) for those that complete a minimum of 6 weeks of the program, working at least 10 hours per week
  - Participants to be paid a minimum of \$12/hour
  - Participants to fill out W-4 forms (no W-9s, stipends or independent contractors)
- Participant compensation as a result of completing the program (paid as reportable gross wages)
- Training resources (i.e., curriculum, internet access, software)
- Program supplies and materials (i.e., uniforms, computers, books, tools, consumable items), less than \$5,000 per category
- Program coordination (gross wages)
- Administrative costs (limited to 10% of total award)

#### Ineligible use of funds would include the following:

- Stipends or bonuses (participant and/or program coordination)
- Reimbursement of food or drink
- Award/graduation ceremony expenses
- Marketing/promotional materials

- Program transportation including travel expenses and/or vehicle purchase or lease
- Reimbursement of worker's compensation insurance coverage or fringe benefits
- Capital expenditures, building rental, utility expenses and equipment over \$5,000
- Gift certificates, cards, or vouchers

To validate the expense, IWD will require the following support for ALL expenses submitted for reimbursement:

- Receipt or invoice with name of vendor, organization's name, date of expense within the award period, and description/itemization of goods or services provided.
- Proof of payment that includes the name of vendor, organization's name, amount that matches receipt/invoice and proof payment. Acceptable proof of payment includes the front and back of cleared check, credit card statement, or bank statement. Screenshots from the financial or accounting system are not considered adequate proof of payment.

To validate the support for wages, IWD will require the following support for ALL expenses submitted for reimbursement:

- Timesheet for applicable pay period (within award period) that includes the employee name, total hours worked associated with grant program, pay period and a signature from supervisor approving the timesheet.
- Acceptable proof of payment for wages with an employee paystub that includes the pay date, pay period, name of employee, name of organization, hours paid, hourly wage, total gross and total net pay amount, and position title or description. Payment of wages for time worked within the period of performance must be completed prior to close out (September 30, 2025). Additional wage documentation may be requested.
- Employee contract agreement stating name of organization, name of employee, period of employment, position title and hourly wage.

Wage reimbursement requests without timesheet verification will not be considered eligible for reimbursement.

### **Travel Reimbursements**

Travel is not considered an eligible expense for this funding opportunity.

### **Reporting Requirements**

Grantees will be required to provide 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 monthly progress reports, as well as a final report prior to closeout. All grantees must provide a detailed final report to Iowa Workforce Development by September 30, 2025. Project reports documenting the progress of the project and financial status of the grant must be submitted and approved prior to the approval of monthly reimbursements. Reports must include, but are not necessarily limited to:

- An executed application/agreement between the employer and youth participant, showing the agreed upon hourly rate, work hours, job duties and position title.
- Service/resource costs for program participants
- Timesheets for all staff receiving wages from program funding, describing:
- Hours worked of youth, separated by training and service
- Description of services/training provided

- Number of youth served
- Name and positions of youth served
- Remaining available grant funds, specifically those available to provide support for internship programs
- Certifications and credentials earned by youth

A final project report will be due September 30, 2025. This final report must include:

- Amount of State funds received
- Number of employer partners
- Number of educational institution partners
- Number of non-profit partners
- Description of partnership activities and responsibilities
- Description of activities paid for with grant funds, including wage support to participants
- Number of youth served by the program
- Number of youth served by the program identified as at risk for not graduating or facing multiple barriers
- Number of youth completing the program
- Attendance rate of completing participants
- Number and hourly rate of youth employed due to participation in the program
- Name of credentials/program attained, number of participants earning a credential, and total number of credentials earned
- Identify program elements incorporated into program:
  - Career exploration
  - Employment skills – development
  - On-the-job training
  - Coaching/mentoring
  - Financial literacy education
  - Hard skills development
  - Goal setting and evaluation
  - Other (describe)
- Describe program challenges and barriers to participation and participant completion
- Share success story that involves the development of career pathways with a link to post-secondary education or trainings
- Number of youth successfully enrolled with WIOA Title I
- Description of expenses supported by WIOA Title I funding

IWD may change, add, or remove reporting metrics throughout the award by providing notice prior to making the change. IWD may request additional information to validate participant involvement and participation.

### **Payment Schedule**

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

Reimbursements will be paid based on validated expenses from monthly claim submissions after required reports are submitted.

## **Procurement Policy**

Successful applicants may be required to provide a copy of their procurement policy to IWD for purchases over \$10,000 to be submitted with the return of their executed agreement. A procurement policy template will be provided upon request; however, it is the successful applicant's responsibility to consult with qualified and knowledgeable legal counsel to determine any specific rules or requirements that apply to their individual circumstances.

## **ELIGIBILITY INFORMATION**

### **Eligible Applicants**

Eligible applicants include non-profits, educational institutions, employers, community organizations, and other entities that are in good standing with the State of Iowa. Grantees **must** also comply with all applicable provisions of State and Federal laws pertaining to nondiscrimination, sexual harassment, and equal employment opportunity.

### **Ineligible Applicants**

Entities, organizations or businesses that are not located in the state of Iowa or that do not conduct the internships within the state of Iowa are not eligible for this award.

### **Additional Considerations**

Additional consideration will be given to applicants that demonstrate a capacity to serve a substantial number of youth. Previous positive participation in this award will not impact the considerations for this award.

## **APPLICATION AND SUBMISSION INFORMATION**

### **Electronic Submission Instructions**

Applicants must submit applications electronically via [IowaGrants.gov](http://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](http://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](mailto:iowa.grants@webgrantsmail.com). Applicants are required to assure these communications are received and responded to accordingly.

### **Content**

Applicants will enter or attach the following components along with their completed application in [IowaGrants.gov](http://IowaGrants.gov):

#### **General Information**

- Cover Sheet
- 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 Need Narrative
- Project Design Narrative
- Project Participation Narrative
- WIOA Title I Participation Plan
- Partnerships & Timelines
- Performance Measures
- Organizational Capability Narrative
- Budget Summary and Narrative

**Attachments**

- Completed Organization W-9
- WIOA Title I partnership contract and letters of support
- Budget Summary Excel Spreadsheet
- Other Attachments (if applicable)

See Appendix A for further instructions 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 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**

**Scoring Criteria**

Addressing the Need	10 points
Project Design Narrative	25 points
Project Participation	10 points
Plan for WIOA Title I Participation	10 points
Partnerships & Timelines	10 points
Performance Measures	20 points
Organizational Capability Narrative	10 points
Budget Summary and Narrative	5 points
<b>Total</b>	<b>100 points</b>

See Appendix A for a full description of criteria and a scoring rubric.



### **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, and 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:

#### **Melanie Johnson**

Grants Program Coordinator  
Iowa Workforce Development  
[melanie.johnson@iwd.iowa.gov](mailto:melanie.johnson@iwd.iowa.gov)  
515-725-9074

### **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 provided to an Awardee 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.

**Target population:** Youth between the ages of 14 and 24 years old who are at risk of not graduating, are from low-income households, are from communities under-represented in the Iowa workforce; or otherwise face barriers to success and upward mobility in the labor market.

### 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
- Indicate whether the applicant is partnering with WIOA Title I

### Project Description and Overall Design

- Provide a summary (3-5 sentences) that tells us what you are proposing, the project goal(s) and anticipated outcomes.

### Addressing the Need – 10 points

- Clearly state the need for this project for your area and how it will lead to an increase of skilled workers to fill future high-demand occupation(s) statewide.
- Identify which high-demand occupation(s) the project intends to support. Describe your justification for determining the occupation(s) as high-demand (State Workforce Board high-demand job list, regional community college list, linked to locally identified high-demand jobs as demonstrated by statewide or regional data, etc.).

### Project Design Narrative– 25 points

- Discuss the work-based learning model of the project and identify proposed activities and established goals. Include connections to areas such as: Career Exploration, Employment

Skill Development, Coaching/Mentoring, Financial Literacy Education, and Development of Hard and Soft Skills

- Describe how the proposed project will expand opportunities for credit and/or non-credit post-secondary education leading to high-demand jobs for lowans. Include information of on-the-job learning experiences and, if applicable, provide evidence of success from past programs.
- Include description of training and educational opportunities provided along with certifications and credentials earned that will prepare participants for the future workforce.
- Discuss opportunities for replication and expansion throughout other areas of your organization or into other geographic areas or to support additional high-demand jobs
- List any supportive services or additional benefits of the project, such as providing assistance for related expenses such as books, tools, uniforms, etc.

**Project Participation – 10 points**

- Describe the recruitment process for participants along with a percentage goal for engagement of participants from under-represented populations.
- Describe potential barriers identified for participation and planned opportunities to help support participants to overcome these barriers.

**Plan for WIOA Title I Participation – 10 points**

- Describe the organization’s past collaborative work relationship with the local Iowa Works Office and/or experience working and recruiting under-represented youth.
- Provide evidence of a plan to promote the WIOA Title I program and planned opportunities for participant engagement and enrollment.

**Partnerships & Timelines – 10 points**

- List all key partners, roles, responsibilities, and how they will contribute to the success of the project.
- Describe the timeline of activities with details provided for project activities. Provide key milestones of the project including training plans, WIOA Title I enrollment schedule, project implementation and evaluation.

**Performance Measures – 20 points**

- Clearly identify key performance measures including outputs and desired outcomes, including the following measures:
  - Number of participants to be served and enrolled in WIOA Title I. Provide a description of attendance reporting plan.
  - Anticipated number of participants completing program, educational experiences and credentials/certificates.
- Describe your plan and ability to evaluate the program along with indicators of success. Describe your evaluation tool for the program and measurement tool for participants that will demonstrate participant’s expanded knowledge from exposure to new career opportunities within high demand occupations.

**Organizational Capability Narrative – 10 points**

- Describe the related experience of the applicant and partners (if applicable) responding to

the funding announcement, specifically managing projects focused with youth participation. Include information of past programs with youth participation. Provide details including information about the applicant's size and structure, as well as the length of time in business.

- Provide a staff list associated with the project including areas of direct program facilitation, recruitment, training, reimbursement of grant funds and evaluation. Provide a brief description of their role, responsibilities, and relevant work experience.

#### **Budget Summary and Budget Narrative – 5 points**

- Complete the budget narrative. Include a description of proposed costs and a detailed description of how budgeted costs are calculated. Ensure totals reconcile with the amounts included on the 2025 Summer Youth Internship Budget Summary.
- Upload the completed Budget Summary form in the Application Attachments section. Applicants must upload the required information on the provided Budget Summary template form (Appendix B) as a Microsoft Excel file in the Application Attachments section for consideration.

#### **Application Attachments**

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

- WIOA Title I partnership contract and other letters of commitment from key partners (combine and upload as a single PDF document).
- Completed Organization W-9 as a PDF
- Completed 2025 Summer Youth Internship Budget Summary Excel document

#### **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](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) or 515-725-9077.*