

## FY26 Local Workforce Development Board (LWDB)

### Adult Education and Literacy (AEL) Grant Application Review

#### Desk-Aid

1. Access the documents for review by your Local Workforce Development Board (LWDB) by logging into [lowagrants.gov](http://lowagrants.gov). **Remember that only the local review committee chair from your LWDB will login into lowagrants.gov to submit the review and necessary attachments on behalf of the review committee.**

**IOWA GRANTS** Welcome to lowagrants.gov

### Login

IowaGrants Users Click Here To Login

[Click Here to Access Single Sign On Tool](#)

Interested in the current posted Opportunities?

[View Current Funding Opportunities](#)

**DISABLED (IOWA USERS DO NOT USE)**

User ID

Password

[SIGN IN](#)

### Announcements

#### NEW LOGIN PROCESS

All IowaGrants users must login using the Single Sign On Tool via the blue button titled [Click here to Access Single Sign on Tool](#). Do not use the gray 'Disabled' section to login.

#### Login & Registration Instructions

If you are registering for the first time, please follow the instructions below:

**Text:** <https://dom.iowa.gov/media/149/download?inline>

**Video:** <https://youtu.be/OHE2ijDwQ2c>

#### Program Information

If you have questions specific to the program or grant you are applying for, please contact the program manager should you have questions.

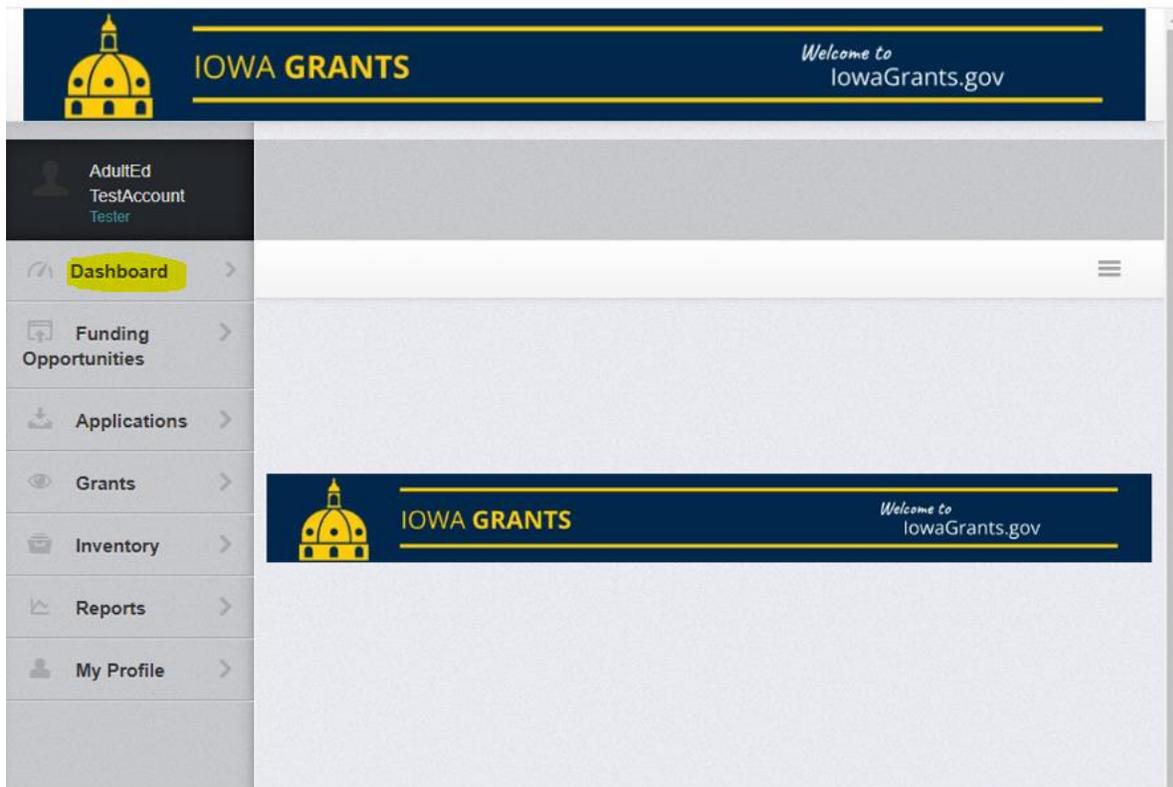
#### DISASTER RELIEF

If you are applying for disaster related housing relief, please register and login via the instructions below.

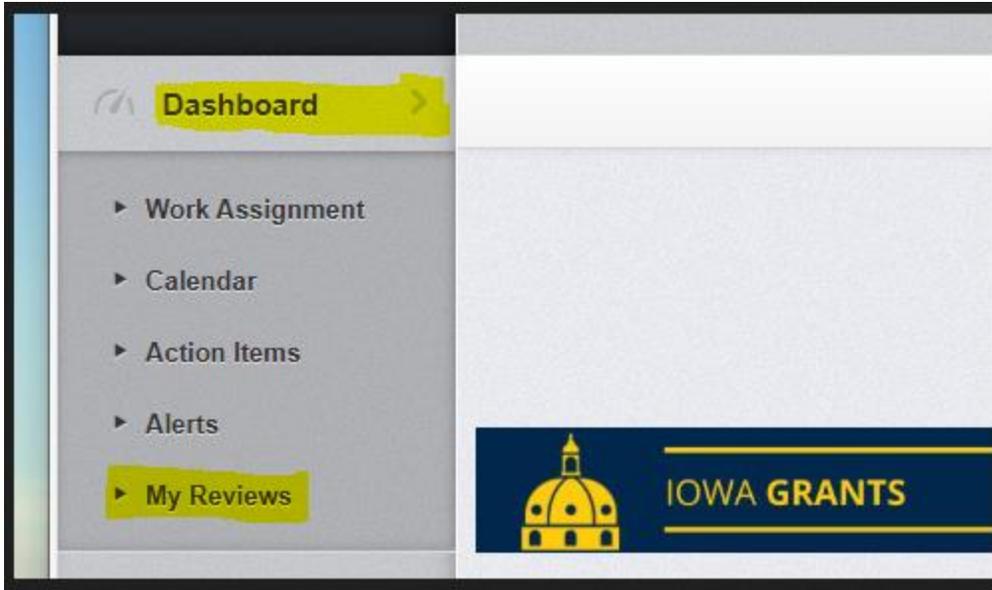
If you are having difficulty registering or logging into IowaGrants, please contact the

2. If you do not have a current lowagrants.gov account, please reference the [“lowagrants Login Instructions”](#) document.

3. Once you have successfully logged into your lowagrants.gov account, you will see your lowagrants.gov Dashboard page.



4. By clicking the **“Dashboard”** Ribbon along the left-side of the screen you will find a variety of options including **“My Reviews”**.



5. Within your “**My Reviews**” section, you will find the FY26 AEL Grant “**Applications to be Reviewed**” organized by “**Applicant**”.

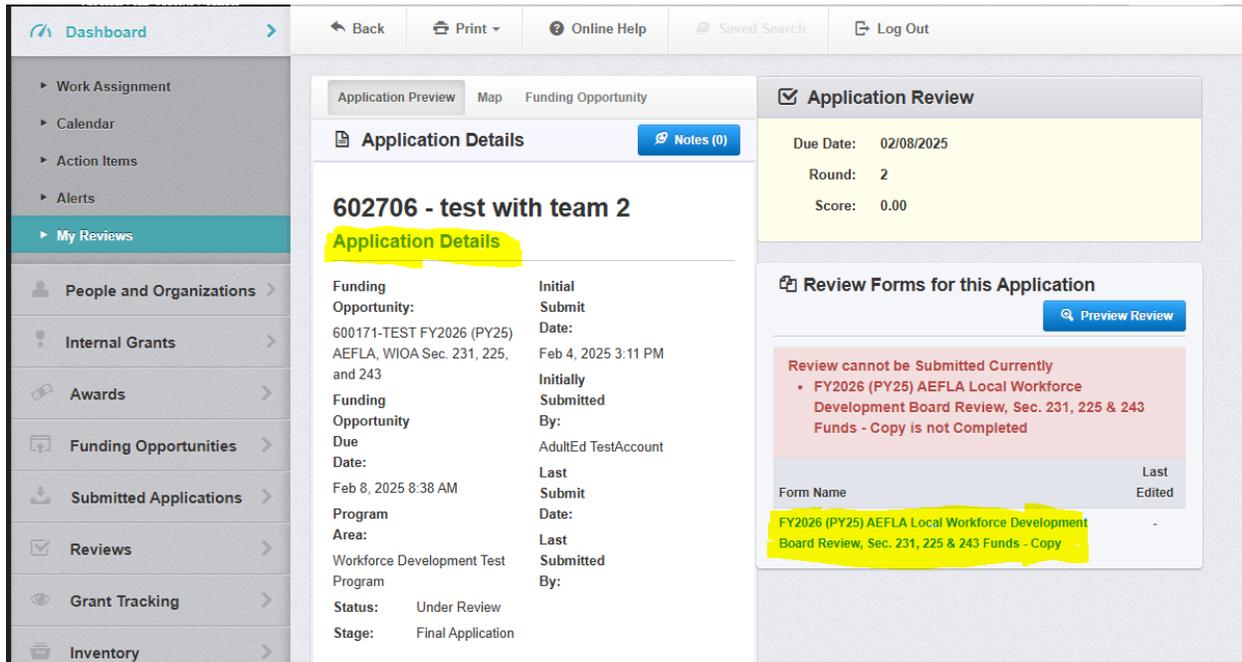
A screenshot of the 'Applications to be Reviewed' section in the dashboard. The page has a top navigation bar with 'Back', 'Print', 'Online Help', 'Saved Search', and 'Log Out'. Below this is a sub-navigation bar with 'Applications to be Reviewed' (selected), 'Recently Reviewed Applications', 'Archived Reviews', 'Show All Applications', and 'Show Other's Reviews'. The main content area is titled 'Applications to be Reviewed' and contains a table of applications. The table has columns for Due Date, Round, Score, Role, ID, Status, Stage, Title, Organization, Applicant, Program Area, and Funding Opportunity. A single application is listed with a status of 'Editing'.

Due Date	Round	Score	Role	ID	Status	Stage	Title	Organization	Applicant	Program Area	Funding Opportunity
02/08/2025	2	0.00	Primary	602706	Editing	Final Application	test with team 2	Workforce Development, Iowa Department of	AdultEd TestAccount	WDTEST-Workforce Development Test Program	600171-TEST FY2026 (PY25) AEFLA, WIOA Sec 231, 225, and 243

Showing 1 to 1 of 1 entries

6. By hovering your mouse over any of the application information to be reviewed, the application details will turn a light green color. Clicking your mouse anywhere in this space will allow you to access the application and review.

- Once you have accessed the application and review, you can view more information by scrolling down the **“Application Details”** in the center of the screen. You will open the review questions by clicking the **“FY2026 (PY25) AEFLA Local Workforce Development Board Review, Sec. 231, 225 & 243 Funds”** hyperlink in the lower right-hand corner of your screen.



- Below is a screenshot of the opened the **“FY2026 (PY25) AEFLA Local Workforce Development Board Review, Sec. 231, 225 & 243 Funds”** review form.

The screenshot displays the 'Application Review' interface for application ID 602706. The left sidebar contains 'Application Details' for '602706 - test with team 2', including funding opportunity information (600171-TEST FY2026 (PY25) AEFLA, WIOA Sec. 231, 225, and 243), submission date (Feb 4, 2025 3:11 PM), and status (Under Review). The right panel shows the 'Application Review' summary with a due date of 02/08/2025, Round 2, and a score of 0.00. Below this is a 'Review' section with buttons for 'Switch Positions', 'Start Scroll', 'Back to List', and 'Save Review'. A yellow highlight covers the title of the review: 'FY2026 (PY25) AEFLA Local Workforce Development Board Review, Sec. 231, 225 & 243 Funds - Copy'. Below the highlight, text states: 'The WIOA mandates Local Boards to coordinate activities with education and training providers within the Local Workforce Development Board (LWDB) area [WIOA Section 107(11)(d) and Title 20 Code of Federal Regulations 679.370(n)]. WIOA Section 231(e)(1)(A) and (B): (e) CONSIDERATIONS. - In awarding grants or contracts under this section, the eligible agency (IWD) shall consider - (1) the degree to which the eligible provider (applicant) would be responsive to-

- As you review each section of the Adult Education and Literacy grant, your Local Workforce Development Board (LWDB) will score each of the applicable WIOA Considerations on a scale of **0-5** as well as having the opportunity to provide narrative responses in the **“Suggestions for better alignment”** text field. (Screen shot on next page)

Scoring Criteria: 0: The applicant answers a few of the questions; no examples or context is provided. Alignment is not present. 1: The applicant answers some of the questions but doesn't provide details or specific examples. It is unclear to the reader how the applicant will meet the alignment expectations. 2: The applicant answers most of the sub questions but uses general examples. Some examples of alignment are present. 3: The applicant answers most of the sub questions, uses some specific examples. The responses are reasonable but may not be achievable. 4: The applicant answers all of the sub questions but doesn't use specific examples for some of their responses. The response is reasonable and achievable. Alignment is clear. 5: The applicant answers all the sub questions completely with specific examples of how they will achieve their outcomes. They reference past practices and the response is reasonable and achievable. They paint a clear picture of how the consideration will be met. Alignment is clear and evident.

How well does the applicant described the alignment between their proposed services and the local WDB plan through their narrative responses, specifically regarding the responses to WIOA Consideration

1?  (0 - 5) \*

Suggestions for better alignment :

10. Additionally, there is a text box for the details of the committee members included in the review, and a **“Conflict of Interest”** section which includes an area where your LWDB **must** upload any applicable Conflict of Interest form(s) before you **“Save Review”** by your Local Workforce Development Board. (Screen shot on next page)

Provide details of the committee members included in the review of Title II applications (ie. John Doe, HR Manager of Business):

**Names and Positions\*:**

**Conflict of Interest**

Review the Conflict of Interest Agreement with each reviewer/committee member before the reading of the applications. If there is a need to report any actual or appearance of conflict of interest in regards to the reviewed application, it should be reported to the Point of Contact immediately and described in the review form.

Is there an actual or implied conflict of interest that needs to be reported? :

Yes  No

If, YES, please detail the reviewer/committee member and the actual or implied conflict:

Save Review

11. Once your Local Workforce Development Board (LWDB) has completed their review the Adult Education and Literacy grant application, you will click the “Submit Review” button to complete the review process. (Screen shot on next page)

Work Assignment
Calendar
Action Items
Alerts
My Reviews

☑ Application Review

Due Date: 02/08/2025

Round: 2

Score: 0.00

📄 Review Forms for this Application
✔ Submit Review
🔍 Preview Review

- Review is in compliance and is ready for Submission!

Form Name	Last Edited
<a href="#">FY2026 (PY25) AEFLA Local Workforce Development Board Review, Sec. 231, 225 &amp; 243 Funds - Copy</a>	Feb 7, 2025 8:55 AM - [REDACTED]

12. As part of your LWBD’s review process, you will have received an “IowaGrants-Review Assignment” email. This also may be in your SPAM folder. Accessing this email is **not** required to begin the review process. It is for notification purposes only. (Screen shot on next page)

IowaGrants - Review Assignment Due 02/08/2025

Some content in this message has been blocked because the sender isn't in your Safe senders list.

Trust sender

Show blocked content

\*\*\*\* Do Not Respond to This Email \*\*\*\*

You have been assigned an application for review. The details appear below:

Number: 602706

Name: test with team 2

Program Area: Workforce Development Test Program

Grantee Organization: Workforce Development, Iowa Department of

Reviewer: [REDACTED]

The Review is due: 02/08/2025

Please log into IowaGrants and view the details of the Review. You will find each assigned review by clicking on the My Reviews link on the main menu. Please complete all forms associated with each round.

You may now log into the WebGrants system at the following location:

<https://iowagrants.gov>

13. Your LWDB will also receive an email confirmation of your review submittal.

IowaGrants - Review - 602706 - Submitted

Some content in this message has been blocked because the sender isn't in your Safe senders list.

Trust sender

Show blocked content

\*\*\*\* Do Not Respond to This Email \*\*\*\*

The following Review has been submitted:

Number: 602706

Name: test with team 2

Program Area: Workforce Development Test Program

Grantee Organization: Workforce Development, Iowa Department of

Reviewer: [REDACTED]

You may now log into the WebGrants system at the following location:

<https://iowagrants.gov>

**For additional questions or assistance contact the state of Iowa Title II team at:**

[adulthoodeducation@iwd.iowa.gov](mailto:adulthoodeducation@iwd.iowa.gov)