

# Notice of Funding Opportunity

**State Agency Name:** Iowa Workforce Development

**Funding Opportunity Title:** Iowa Registered Apprenticeship Development Program 84F

**Announcement Type:** Initial

## **IMPORTANT DATES**

- **Deadline:** Grant applications are due by February 2, 2026, at 2:00 PM Central Standard Time.
- **Application Notification:** A Notice of Intent to Award will be posted on the following websites: <https://workforce.iowa.gov/apprenticeship/funding> and [www.iowagrants.gov](http://www.iowagrants.gov).
- **Application Assistance Webinars via Microsoft Teams Webinar:**
  - [Tuesday, January 6 at 11:00 AM](#)
  - [Wednesday, January 14 at 1:00 PM](#)
- **Guidance:** Iowa Workforce Development (IWD) will post information and updates on <https://workforce.iowa.gov/apprenticeship/funding/84f>.

## **PROGRAM DESCRIPTION**

### **Purpose**

The purpose of the Iowa Registered Apprenticeship Development Fund (84F) is to provide financial assistance to encourage apprenticeship sponsors of new apprenticeship programs or expansion programs, with 20 or fewer apprentices to maintain apprenticeship programs in high-demand occupations.

### **Funding Priorities**

There are no listed priorities associated with this award.

### **Performance Measures**

There are no listed performance measures associated with this award.

### **Program Grant Authority**

Iowa Workforce Development's authority to award these grants is found in [Iowa Code Chapter 84F](#) and [Iowa Administrative Code 871-66](#).

### **Definitions**

- **"Applicant":** means a new or existing 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.
- **"Apprentice"** means a person who is at least sixteen years of age, except where a higher minimum age is required by law, who is employed in an apprenticeable occupation, who is a resident of the state of Iowa, and is registered in Iowa with the United States Department of Labor, Office of Apprenticeship and under the jurisdiction of the Iowa Office of Apprenticeship.

- **“Apprenticeable occupation”** means an occupation approved for apprenticeship by the United States department of labor, office of apprenticeship and under the jurisdiction of the Iowa Office of Apprenticeship.
- **“Eligible Apprenticeable Occupation”** means an apprenticeable occupation identified by the Iowa workforce development board or a community college as a “high demand” occupation.
- **“High Demand” Occupation**: Determination of high demand occupations is made biennially by Iowa Workforce Development with reference to Iowa Community Colleges and in consultation with the State of Iowa Workforce Development Board. Click [HERE](#) to view the list of qualifying high demand occupations.
- **“NOFO”**: Notice of Funding Opportunity and any included attachments, exhibits, schedules, or addenda.
- **“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.
- **“Registered Apprenticeship”**: A Registered Apprenticeship is a nationally recognized apprenticeship that is approved by the US Department of Labor and under the jurisdiction of the Iowa Office of Apprenticeship. All Registered Apprenticeships are paid and include regular wage increases during the program. People who complete a Registered Apprenticeship earn a nationally recognized credential.
- **“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.
- **“Tuition”**: a sum of money charged for teaching or instruction by a school, college, or university.
- **“Wages”**: a fixed regular payment, typically paid on a weekly or bi-weekly basis, made by an employer to an employee.

## **ELIGIBILITY INFORMATION**

### **Eligible Applicants**

- The registered apprenticeship sponsor must have a federally recognized Registered Apprenticeship program registered in the RAPIDS system, under the jurisdiction and oversight of the Iowa Office of Apprenticeship
- The registered apprenticeship sponsor must have developed and registered a new occupation which is identified as “High Demand” on the Last Dollar Scholarship list. Click [HERE](#) to view the list of qualifying high demand occupations.
- The registered apprenticeship in the high demand occupation must have been registered in RAPIDS between January 1, 2025, and December 31, 2025.
- The registered apprenticeship sponsor must have had at least one active apprentice registered in the RAPIDS Apprenticeship database in the high demand occupation between January 1, 2025, and December 31, 2025.

- The registered apprenticeship sponsor must have twenty or fewer apprentices registered in their apprenticeship program as of December 31, 2025.
- More than 70 percent of the registered apprenticeship sponsor's apprentices must reside in Iowa (based on the apprentice address in RAPIDS) and the remainder of the applicant's apprentices must be residents of states contiguous to Iowa.
- Intermediary Sponsors with national programs must have an office located in the State of Iowa as verified by their address on their W-9.
- The applicant/apprenticeship sponsor cannot receive funding from both the 84E Apprenticeship Grant and the 84F Apprenticeship Grant during the 2026 calendar year.

## **AWARD INFORMATION**

### **Available Funds**

The State of Iowa has appropriated \$760,000 to be awarded to qualifying applicants to support the costs associated with establishing a new eligible apprenticeable occupation or an additional eligible apprenticeable occupation in an applicant's apprenticeship program.

### **Estimated Award Amount**

Applicants are eligible to receive up to \$25,000 per application for each eligible occupation. Applicants can apply for more than one grant if they have multiple eligible occupations within their registered apprenticeship program; grant awards for applicants receiving more than one grant in the same calendar year will be capped at \$50,000.

### **State or Federal Match Requirement**

There is no match requirement associated with this award.

### **Grant Application and Award Period**

Expenses incurred from July 1, 2025, to June 30, 2026, while there is an apprentice registered as "active" in the high demand occupation apprenticeship, are eligible for reimbursement. Costs incurred prior to July 1, 2025, or after June 30, 2026, are ineligible for reimbursement. Subrecipients may not purchase supplies or equipment during the last 30 days of the period of performance. Subrecipients request for reimbursement must be sent to the IWD Iowa Office of Apprenticeship 84F Grant Manager by September 30, 2026. Reimbursement requests submitted after September 30, 2026, will not be eligible for reimbursement.

### **Type of Award**

Iowa Workforce Development will award funding to qualifying applicants. Funds are administered as reimbursement only and no advance payment options are available under this award.

Awardees must submit one request for their total reimbursement award with the required documentation.

### **Use of Funds**

Funds awarded may only be used to help cover the cost for maintaining active apprentices in an apprenticeship program pursuant to Iowa Code Chapter 84F and Iowa Administrative Code 871-66. Eligible dates for reimbursement are **July 1, 2025 – June 30, 2026**.

**Eligible Expenses Considered for Reimbursement**

- For apprentices actively registered in the RAPIDS system between July 1, 2025, and June 30, 2026, reimbursement of gross wages (does not include commissions, bonuses or benefits) for the registered apprentice(s) while on the job learning.
- Related Training Instruction tuition and associated fees for actively registered apprentices.
- Related Training technical instruction materials (e.g., textbooks, workbooks, etc.) for actively registered apprentices.
- Reimbursement of Instructor gross wages (does not include commissions, bonuses or benefits) for the hours they are actively training the apprentice(s).
- Registered Apprenticeship single purchase of equipment or supplies not exceeding \$5,000. Items such as:
  - Tools
  - Protective apparel or materials (e.g. PPE, gloves, uniforms)
  - Laptops/Tablets

*Equipment exceeding the purchase price of \$5,000 **must have preapproval** from the 84F Grant Manager and is at the discretion of the awarding agency.*

**Expenses Not Eligible for Reimbursement (list is not all inclusive):**

- Expenses incurred when the sponsor has no active apprentices in the high demand occupation registered in the RAPIDS database.
- Tuition for "Train-the-Trainer" classes for the instructor's benefit.
- Food, travel and transportation.

**Reporting Requirements**

There are no reporting requirements associated with this grant.

**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, 2026. Reimbursement requests received after September 30, 2026, will not be paid.

**Repayment Obligation**

In the event that any funds are deferred or disallowed as a result of any audits or expended in violation of the Iowa Registered Apprenticeship Development Program (84F) Agreement, this 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 the Iowa Registered Apprenticeship Development Program (84F) Agreement, NOFO 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 Iowa Registered Apprenticeship Development Program (84F) Agreement, NOFO, or applicable laws, 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.

### **Expense Documentation**

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

#### **Documentation of purchases must include:**

- Proof of Purchase: Acceptable proof of purchase is a receipt or invoice with name of vendor, purchasing organization's name, date that falls within the award period, and a clear description of goods or services provided.
- Proof of Payment: Acceptable proof of payment is a copy of the front and back of cleared checks or the bank statement or the relevant credit card statement. The documentation must include the name of vendor, purchasing organization's name and expense amount that matches receipt or invoice.

#### **Documentation of wages must include:**

- Acceptable wage documentation requires copies of pay stubs for the employee for pay periods between July 1, 2025, through June 30, 2026. The pay stubs must show:
  - Employee Name;
  - Name of business or organization;
  - Total hours worked;
  - Hourly wage;
  - Total wages paid;
  - Pay period; and
  - Pay date.

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

### **Additional Considerations**

There are no additional considerations associated with this award.

## **APPLICATION AND SUBMISSION INFORMATION**

### **Electronic Submission Instructions**

Applicants must submit applications electronically via IowaGrants.gov utilizing the approved and provided forms. 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. Official email communication regarding this application will be issued from Iowa Workforce Development. Applicants are required to ensure these communications are received and responded to accordingly.

## Application Information Requested

Applicants will enter or attach the following components of a complete application in IowaGrants.gov:

### General Information:

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

### Program Information:

- Total number of apprentices within the organization
- Total number of non-apprentice employees
- Iowa residency for all apprentices will be verified via the RAPIDS database system.
- Intermediary Sponsors with national programs must have an office in the State of Iowa as verified by their W9.
- Proof of Registered Apprenticeship program with a high-demand occupation or the addition of a high-demand occupation to an existing program.

### 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 Workforce Development website, the Future Ready website, the Iowa Department of Education 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

### Application Scoring Criteria

- Applications for financial assistance under this grant program shall be reviewed and scored as described below. To be considered eligible for funding, an application must receive a minimum score of **65 out of a possible 100** points and meet all other eligibility criteria specified in these rules. If an applicant does not meet all eligibility requirements, the application will not be scored.

Criteria	Max Points
<b>Budget and costs.</b> The extent to which the applicant's budget and estimated or real <i>program</i> costs are based on industry standards for the eligible occupation.	30 Points

<b>Application for financial assistance.</b> The applicant has provided a budget narrative providing further details regarding the use of funding and how it will be applied.	30 Points
<b>Local support.</b> The applicant has provided documentation in the form of a letter of local support from area partners, such as schools, local government entities, and other employers that may benefit from the <i>apprenticeship program</i> .	10 Points
<b>Additional funding.</b> Points will be awarded based on the amount of additional internal funding and the applicant's documentation of expenses for the apprentice program above the requested amount.	10 Points
<b>Certification of worker safety.</b> The applicant has not violated state or federal statutes, rules or regulations, including environmental and worker safety regulations, or if such violations have occurred, the violations have been addressed and mitigated.	10 Points
<b>Certification of employment at an Iowa work site.</b> The applicant has certified that the apprentices identified by their U.S. Department of Labor identification numbers and represented in the application are registered with the applying sponsor or lead sponsor's registered <i>apprenticeship program</i> and that each apprentice listed worked some time in <i>Iowa</i> during the prior calendar year.	10 Points
<b>TOTAL</b>	100 Points

### Review Process

- A review team will use the criteria listed above 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 IWD staff in making funding recommendations.
- Applications may be recommended for funding even if they are not asked for 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. Applicants may be selected to enter into a grant agreement, finalizing grant terms at which time the final decision to make a grant award will be made.

**Submission of an application is not a guarantee of an award.**

### Agency Contact(s)

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

Ann Hoepfner

Apprenticeship Program Coordinator

Iowa Office of Apprenticeship

[Ann.Hoepfner@iwd.iowa.gov](mailto:Ann.Hoepfner@iwd.iowa.gov)

515-725-3665

**Technical Assistance**

- Technical assistance will be provided throughout the application process, in the form of webinars and direct support.
- Technical assistance updates will be available on the website after January 1, 2026.  
<https://workforce.iowa.gov/apprenticeship/funding/84f>

**Other Information**

1. The Iowa Workforce Development reserves the right to request additional information from applicants to evaluate applications.
2. 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.
3. 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.
4. 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.
5. All decisions by the Iowa Workforce Development are final.
6. Upon the Iowa Workforce Development approval, the successful applicant will receive a grant agreement via email from IWD. The applicant has 60 calendar days to sign the grant agreement. If the agreement is not executed within 60 calendar days, IWD reserves the right to cancel the award. IWD, at its sole discretion, may extend the time for executing the grant agreement.
7. Any grant agreement awarded by the Iowa Workforce Development shall include specific provisions, terms, and conditions.
8. The Scoring Committee will include members from the State of Iowa Office of Apprenticeship.



## APPENDIX A: IowaGrants.gov New User Registration Instructions

Follow these instructions to create an account and begin your grant application.

- Go to [www.iowagrants.gov](http://www.iowagrants.gov)
- Watch the Instructional Video: [How to Log into IowaGrants.gov](#)
- Always select the blue button “Click Here to Access Single Sign On Tool” whether this is your first time accessing the system or you’re already registered.
- Do not use the “enter your user ID and password” options.
- If you do not have an account, select “Sign Up” at the bottom of the screen.
- Enter your first name, last name, and valid email address.
- Complete the Set Up for security methods, including setting your password.
- 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.
- 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 IowaGrants.gov instructions or want additional assistance, please contact Patrick Rice at [Patrick.rice@iwd.iowa.gov](mailto:Patrick.rice@iwd.iowa.gov).